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PUBLIC SCHOOLS

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475 Round Hill Rd, Roslyn Heights, NY 11577 516-801-5100 Fax 516-801-5108 [www.roslynschools.org](http://www.roslynschools.org)

ROSLYN HIGH SCHOOL

Dr. Scott Andrews  
Principal

Jay Pilnick  
Assistant Principal

Carol Murphy  
Assistant Principal

Christopher Roth  
Dean of Students

January 2, 2019

Dear Parent/Guardian:

Although graduation is still months away, it is time to start planning for this special occasion. As you may know, Roslyn High School candidates for graduation traditionally wear academic caps and gowns at the commencement exercises. On **January 15, 2019** representatives of the cap and gown company will be at the high school to take orders for caps and gowns. This is the only time the representatives will be at the school, so it is essential that your senior place their order at this time. All seniors must see these representatives in the **cafeteria between 10:20 a.m. and 2:00 p.m.**, to have their measurements taken **and to pay** for the caps and gowns. They will also be filling out a diploma card.

The cost, **\$24.00**, is payable at the time the order is placed and includes the cap and gown as well as a tassel. They are yours to keep. Checks or money orders are to be made **payable to "Fogarty Enterprises."** Payment may also be made in cash. Additional souvenir tassels will be available when orders are taken. The cost is **\$5.00** per extra tassel. Key chain tassels are **\$5.00** and mega-tassels are **\$6.00**. Caps and gowns will be distributed at graduation rehearsal.

Since **January 15, 2019** is the only time Fogarty Enterprises will be here taking orders, your cooperation is necessary and appreciated.

Sincerely,

*Jay Pilnick*

Jay Pilnick  
Assistant Principal

**Reminder: Please make checks payable to Fogarty Enterprises**