May 16th, 2022

Dear Parents and seniors:

My name is Ms. Nelson and I am the Coordinator for Student Activities (COSA) at Williamsburg High School for Architecture and Design.

**Here is a list of the upcoming activities:**

 **Awards Night/Arts Festival**: May 26, 2022

* The Awards Ceremony will be in the School Auditorium from 5:30 pm – 6: 30 pm.
* Arts Festival will be held in 2nd and 3rd floor classrooms from 6:30 pm – 7:30 pm

 **Senior Breakfast**: June 8, 2022 from 9:00 am - 10:30 am, in the School Cafeteria

 **Prom**: Princess Manor, 92 Nassau Ave, Brooklyn, NY 11222 on June 16, 2022 from 6:30 – 10:30 pm

**Vaccine policy for Prom:** Students and their guests can attend prom if they are vaccinated or have a negative Covid PCR test three days before the event.

 PCR test should **not** be taken before June 13 for it to be viable.

* Students will take a picture of their (and their guests’) vaccination card or their Covid results and send it to Ms. Nelson (Nelson@whsad.org) before they can get their prom tickets.
* Prom tickets will be given out starting Monday, June 13th

 **Graduation:** City Tech, 300 Jay Street, Brooklyn NY 11201 on June 23, 2022 from 2:30 pm - 4:30 pm.

The graduation will also be live-streamed to anyone unable to attend the ceremony.  We will provide the link closer to the day of graduation.

* **Each student will be given three tickets for in-person guests**.
* **Students should arrive no later than 1:30 pm.**
* **Guests must bring their ticket to graduation. No ticket, no entry.**

**Vaccine policy for graduation:** Everyone **who is five or older** needs to be vaccinated or have a negative Covid PCR test in order to attend in-person ceremony. See instructions on the other side for how a student can upload Covid status for him/herself and for guests.

 If there are any questions, please call me at 718-388-1260 ext. 2321 or email me at Nelson@whsad.org.

Sincerely

Katherine Nelson

Coordinator of Student Activities

**Instructions for Uploading Covid Status for Graduation Ceremony**

**for Students & Guests**

In order to attend graduation everyone **who is five years of age or older** needs to be vaccinated or have a negative Covid PCR test uploaded to Ms. Cahill’s Google Classroom.

* Students need to complete a Google form listing the names of their three guests attending graduation. The form will be available in Ms. Cahill's Google Classroom.

* After the form is submitted, students will then upload one of the following items for themselves, **AND** for each person attending graduation:

* Vaccination Card

                            **OR**

* A **NEGATIVE** PCR test result (the test must be taken starting June 16th)

* Directions for Uploading your Vaccination Card or NEGATIVE PCR Results in Google Classroom

* 1. Click View Assignment
* 2. Click Add or create button
* 3. Choose file and attach
* 4. Click turn in

* **All results must be uploaded by June 21st @ 3 PM in order for guest to have a ticket reserved for them to attend graduation.**

* Only students will be able to fill out the form and upload the required items in Ms. Cahill's Google Classroom. Parents and families will not have access to this form.