

# Horizon Christian High School

## Senior News

### Your Senior Pictures and Yearbook at HCCHS

The Yearbook and Senior Committee are once again beginning to assemble photographs, parents' tributes to seniors and other items in preparation for graduation.

Howard Mudder will assist senior families by being the collection point for the written Senior Tribute from parents and pictures. Howard is also the high school yearbook advisor.

As a service to our high school graduates, Mr. Mudder is willing to take a senior portrait for any senior not interested in having professional sittings. He will do this on school time at no charge, but he requests that students schedule times with him.

Any digital photos and Tribute letters should and may be emailed to Mr. Mudder at [hmudder@horizonlife.org](mailto:hmudder@horizonlife.org).

The following items are requested at your earliest convenience:

1. *Senior portrait* in a high resolution or at least 300 dpi.
2. *Parents' Tribute letter* in a Microsoft Word document of 45 words or less  
In the event of parents in separate households, one from each parent will be accepted.
3. *Baby picture of senior*  
A printed copy will be scanned and returned, if no digital copy is available.

4. *Family picture of senior* with family members. In the event of parents living in separate households, one from each parent (family) will be accepted.

You can look at the 2010-2011 Horizon Yearbook for examples of parents' tributes and how photos will be used. Hard copy photos will be returned to you within days of submission, so please don't delay. Thanks for your cooperation and congratulations seniors.

Thank You,  
Howard Mudder  
Senior Tribute Pictures  
Yearbook Advisor

### Transcript Request Policy

Transcript request forms are located in the front office. The first three transcripts are free-each additional transcript is \$4.00. A request for transcripts must be accompanied by a request form, stamped envelopes addressed to each college or institution, and the appropriate payment. Please allow one week processing time for the registrar to complete the request. The school will not provide stamps or envelopes.

### News From Counseling From the Office of George Grace

#### Common Application Procedures

Common Applications must be submitted entirely on-line by the student. It is up to the student to ensure that each section is sent electronically to the appropriate school staff member by entering that staff member's email address. Be sure and follow up with each staff member to ensure they have completed their Evaluation. There are 5 steps to the Common Application.

Step #1  
First-Year Application-Student completes when applying.

Step #2  
Two Teacher Evaluations- 2 Selected Teachers complete when applying.

Step #3  
Secondary School Report- Mr. Grace/Registrar complete when applying.

Step #4  
Midyear Report- Mr. Grace/ Registrar complete at the end of semester one.

Step #5  
Final Report – Mr. Grace/ Registrar complete at end of senior year.

Once the initial application is submitted, Mr. Grace and the teachers should receive a link to the Common Application in order to fill out the Teacher Evaluations and Secondary School Report electronically. It is the responsibility of the student to follow up with teachers, Mr. Grace and the registrar to ensure that each section of the Common Application has been submitted along with transcripts. If the student wants the Midyear and Final Report to be submitted at the semester break and at the end of the year, they will need to notify Mr. Grace and the registrar as these will not automatically be sent.

### HCCHS Contacts...

Bill Smethurst, Principal  
[bsmethurst@horizonlife.org](mailto:bsmethurst@horizonlife.org)

George Grace, Vice Principal,  
Academic Counseling  
[ggrace@horizonlife.org](mailto:ggrace@horizonlife.org)

Dave Brown, Athletic Director  
[dbrown@horizonlife.org](mailto:dbrown@horizonlife.org)

Megan Campbell, Registrar  
[mcampbell@horizonlife.org](mailto:mcampbell@horizonlife.org)

Howard Mudder, Yearbook and  
Senior Tribute Pictures  
[hmudder@horizonlife.org](mailto:hmudder@horizonlife.org)

### Important Dates Seniors Coming up.....

- **Monday, Oct. 24, 7:00 pm**  
College Financial Aid Night with George Grace in room 200
- **Thursday, Oct. 27, 11:45 pm**  
in Library—meeting with Jostens to receive graduation order packets.
- **Thursday, Nov. 10, 11:45 pm**  
in Library—meeting with Jostens-return order packets for graduation materials.

All seniors should attend these meeting with Jostens.