

The information you will email us will be copied and paste, by us, into the programs we have already created. We recommend you do spell check and check for any extra spaces, incorrect information, or misspelled words.

Organization is very important when labeling files and the subject line in emails.

EX:

SCHOOL NAME_GRAD PROG

or

SCHOOL NAME_GRAD PROG_CORRECTIONS

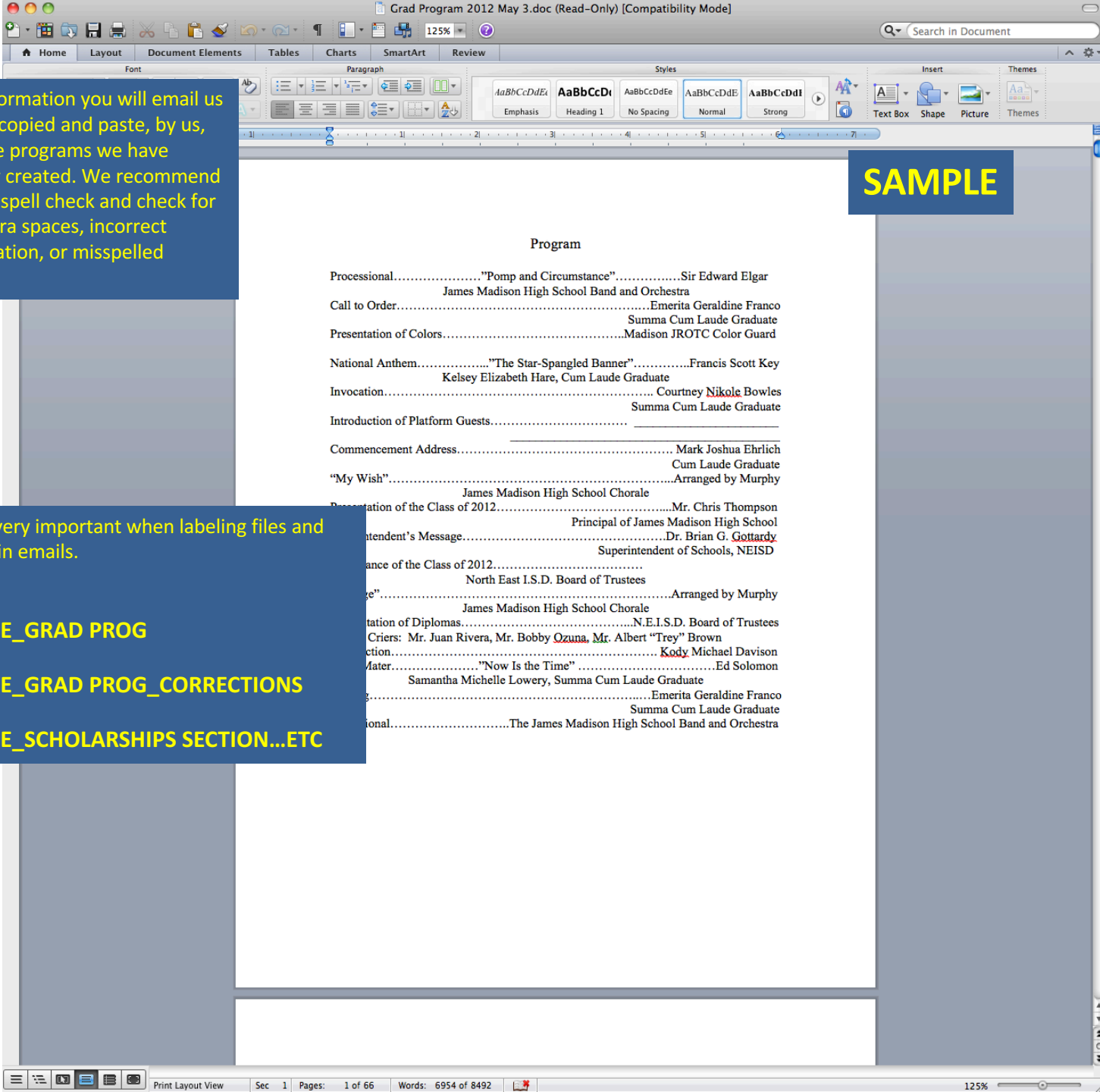
or

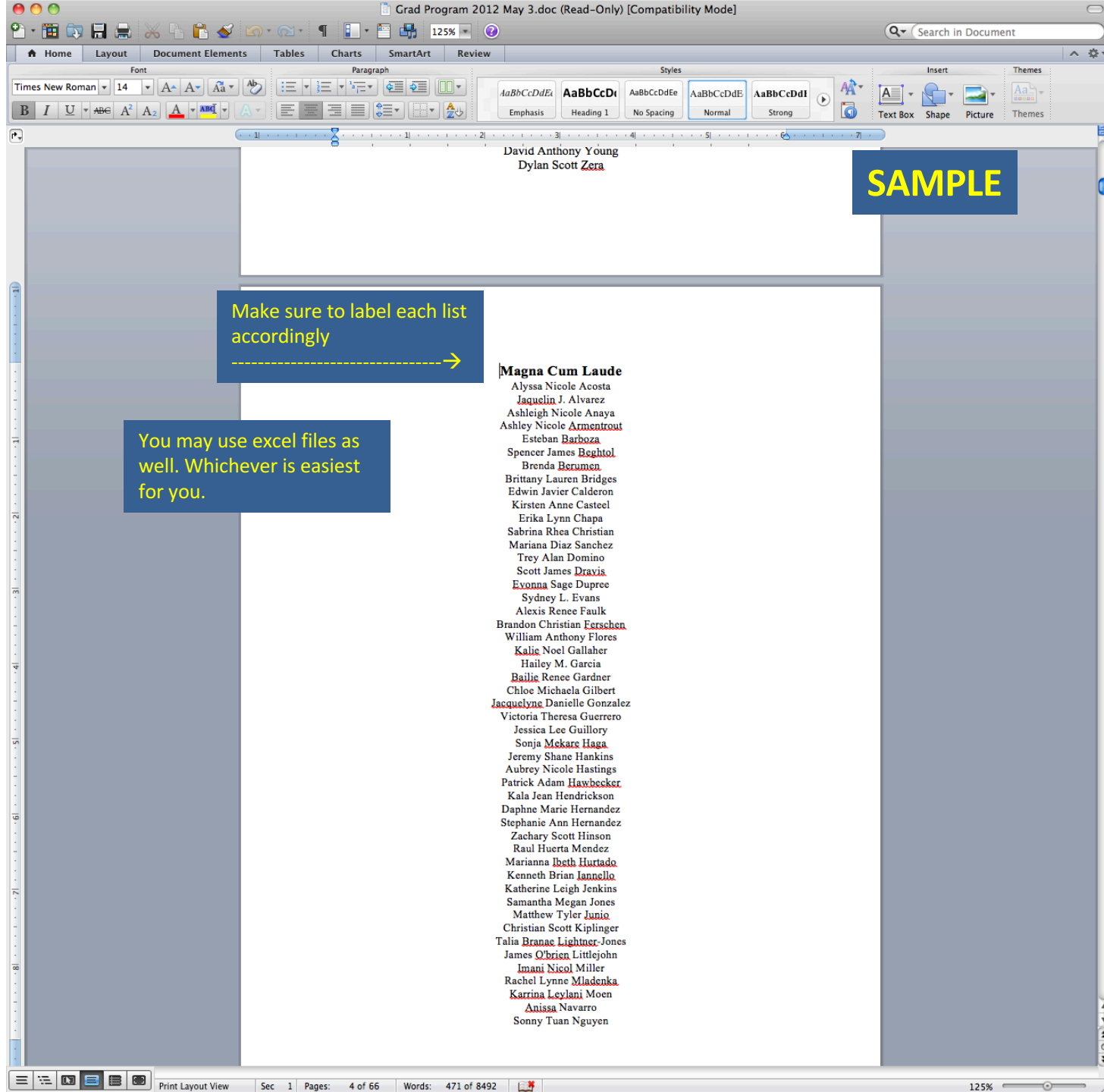
SCHOOL NAME_SCHOLARSHIPS SECTION...ETC

SAMPLE

Program

Processional....."Pomp and Circumstance".....Sir Edward Elgar
James Madison High School Band and Orchestra
Call to Order.....Emerita Geraldine Franco
Summa Cum Laude Graduate
Presentation of Colors.....Madison JROTC Color Guard
National Anthem....."The Star-Spangled Banner".....Francis Scott Key
Kelsey Elizabeth Hare, Cum Laude Graduate
Invocation..... Courtney **Nikole** Bowles
Summa Cum Laude Graduate
Introduction of Platform Guests.....
Commencement Address..... Mark Joshua Ehrlich
Cum Laude Graduate
"My Wish".....Arranged by Murphy
James Madison High School Chorale
Presentation of the Class of 2012.....Mr. Chris Thompson
Principal of James Madison High School
Superintendent's Message.....Dr. Brian G. **Gottardy**
Superintendent of Schools, NEISD
Graduation of the Class of 2012.....
North East I.S.D. Board of Trustees
"The Star-Spangled Banner".....Arranged by Murphy
James Madison High School Chorale
Presentation of Diplomas.....N.E.I.S.D. Board of Trustees
Processional: Mr. Juan Rivera, Mr. Bobby Ozuna, Mr. Albert "Trey" Brown
Processional..... Kody Michael Davison
Processional.....Ed Solomon
Processional.....Samantha Michelle Lowery, Summa Cum Laude Graduate
Processional.....Emerita Geraldine Franco
Summa Cum Laude Graduate
Processional.....The James Madison High School Band and Orchestra





David Anthony Young
Dylan Scott Zera

SAMPLE

Make sure to label each list
accordingly

You may use excel files as
well. Whichever is easiest
for you.

Magna Cum Laude

Alyssa Nicole Acosta
Jaquelin J. Alvarez
Ashleigh Nicole Anaya
Ashley Nicole Armentrout
Esteban Barboza
Spencer James Beghtol
Brenda Berumen
Brittany Lauren Bridges
Edwin Javier Calderon
Kirsten Anne Casteel
Erika Lynn Chapa
Sabrina Rhea Christian
Mariana Diaz Sanchez
Trey Alan Domino
Scott James Dravis
Eyonna Sage Dupree
Sydney L. Evans
Alexis Renee Faulk
Brandon Christian Ferschen
William Anthony Flores
Kalie Noel Gallaher
Hailey M. Garcia
Bailie Renee Gardner
Chloe Michaela Gilbert
Jacquelyne Danielle Gonzalez
Victoria Theresa Guerrero
Jessica Lee Guillory
Sonja Mekare Haga
Jeremy Shane Hankins
Aubrey Nicole Hastings
Patrick Adam Hawbecker
Kala Jean Hendrickson
Daphne Marie Hernandez
Stephanie Ann Hernandez
Zachary Scott Hinson
Raul Huerta Mendez
Marianna Ibeth Hurtado
Kenneth Brian Iannello
Katherine Leigh Jenkins
Samantha Megan Jones
Matthew Tyler Junio
Christian Scott Kiplinger
Talia Branae Lightner-Jones
James O'brien Littlejohn
Imani Nicol Miller
Rachel Lynne Mladenka
Karrina Leylani Moen
Anissa Navarro
Sonny Tuan Nguyen

SAMPLE

Board of Trustees

(We will get this info. From Central Office)

Administration

(We will get this info. From Central Office)

You are only responsible
for your campus
administration info. On the
bottom of the last page.

James Madison High School Administration

Mr. Chris Thompson.....	Principal
Ms. Nathalie Hall.....	Assistant Principal
Mr. Brian Kennedy.....	Assistant Principal
Mr. Roberto Ozuna.....	Assistant Principal
Ms. Zeena Rossi.....	Assistant Principal
Ms. Kelly Taylor.....	Assistant Principal
Mr. Joseph Williams.....	Assistant Principal
Mrs. Barbara Bailey.....	Counselor
Mrs. Laurie Guerrero.....	Counselor
Mrs. Celeste Kampe.....	Counselor
Ms. Sharon Midgett.....	Counselor
Mrs. Cynthia Patterson-Lopez.....	Counselor
Mrs. Karla Ridings.....	Counselor
Ms. Linda Sandoval.....	Counselor
Mrs. Cynthia Suarez.....	STAN Counselor

We realize that there will be information added, edited, and deleted in the process of working on these programs. We ask that you take 2-3 days to review as much as possible that way we can minimize the number of E-MAILS sent back and forth.

SAMPLE

Tuesday, May 24, 2011

RE: GRADUATION PROGRAM CHANGES/CORRECTIONS

Please make the following changes/corrections to the graduation program:

Page 1 – PROGRAM – ALMA MATER: Change ~~Zatouis~~ to ~~Zagouris~~
INVOCATION: Change from ~~Ariela~~ Marissa Benavides to ~~Ariela~~ Marissa Benavidez
NATIONAL ANTHEM: change ~~Alexandria~~ to ~~Alexandra~~ Smith

Page 2 – SENIOR CLASS OFFICERS (PUBLICITY DIRECTORS) – Add Estrada to
~~Adrianna~~ Raquel while changing spelling of first name to ~~Adriana~~ (one “n”)

Page 3– ~~Magna Cum Laude~~- Change from Nate Hunter ~~Bernik~~ to Nate Hunter Alain
~~Bernik~~
On Magna Cum Laude remove the period ~~after~~ Victoria on Elaina Victoria Martinez
Change from ~~Josiah K. Whitney~~ to ~~Josiah Kent Whitney~~
Cum Laude - Add Janice Lynette Hubbard and Hannah Cynthia Lujan
Change from ~~Jamaal~~ to ~~Jamal De'Shun~~ Madden
Change from ~~Zeshan Hakim Hyder~~ to ~~Zeshan Hakin Hyder~~

Page 4 – Senior Class of 2011- remove Stephen Matthew ~~Banuclos~~
Change from ~~Charae Latrice Crump~~ to ~~Cherae Latrice Crump~~

Page 5- Senior Class of 2011- Change last name spelling of Princess Stephanie ~~Encarnacion~~ to
~~Encarnacion~~ (accent on i and no symbol above last n); ~~Remove~~ ~~Korbyn~~ Mackenzie ~~Forister-~~
~~Randolph~~, Diana Cherie Garvin, Julian ~~Godines~~, Lorena Hernandez, Shelby Jo
Hernandez, Stephen Robert Hernandez, ~~De'Angelo~~ Columbus Jackson, Shane Nicole
Johnson, ~~Brazille~~ Janae Jones and Shane Vaughn Monroe Humphrey
Change from ~~Zeshan Hakim Hyder~~ to ~~Zeshan Hakin Hyder~~

Page 6- Senior Class of 2011 remove ~~Xsenia~~ Alexandra Maldonado, Paris J. Navy; change
last name spelling of Edward Alexander ~~Manzanares~~ from ~~to~~ ~~Manzanares~~ (v changed to r),
first name spelling of ~~Desmand~~ Marquis Moses to ~~Desmond~~ (a changed to o); adjust last name
spelling of Zachary Michael ~~Mc Waters~~ to ~~McWaters~~ (deleting space between c and W);
Change Eva ~~Ivette~~ Peña to Eva ~~Ivett~~ Peña move Clarissa Nicole Klein, Steven Mitchell
~~Kosar~~, John Henry ~~Lindemann~~, Joshua Aaron Lopez; adjust alpha order- Jesse Alberto
Martin III goes ~~before~~ Taylor Grace Martin, Jose Martinez III goes ~~after~~ ~~Joe~~ Francisco
Martinez, Sebastian Lee Oates goes ~~before~~ Robyn Leigh ~~O'Bryant~~

In some cases like the scholarship information we suggest you highlight the line of information that will be edited whether that be: adding, deleting, or changing the line. Please be specific as to what we will need to do: "Add Line", "Delete Line", or "Update Line". You may use a color coding system as well if that helps you.

Our main goal is to get these changes done for you as quickly as possible to be able to go to print and meet your deadline in a timely manner.

