

*the  
Class  
of*



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**for Family Christian Academy of East Tennessee's  
High School Graduates**

**June 8, 2024**

*from kindergarten...*



*...to graduation*



# *Graduation Highlights*

- Christ-centered Commencement Ceremony
- Graduation Ceremonies Take Place at the University of Tennessee's Alumni Memorial Building in Knoxville, TN
- Packages Offer Budget-specific Choices
- Professional Graduation Photos
- Talent Performances Showcase Graduates
- And Much, Much More!
- Register by March 6 and Save!

Family Christian Academy  
of East Tennessee



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Dear Parents and Graduates,

God has truly blessed us in allowing us to work in the ministry of home education. We count it a double blessing to be able to host your graduation ceremony. Graduation is an important milestone in every student's life, and we hope that each of our seniors will join us on June 8 to celebrate it.



*Michael and Linda Napier*

The University of Tennessee's Cox Auditorium is a beautiful venue that highlights the significance of this milestone. We encourage you to make plans now to attend. Join us as we look back on what our students have accomplished and look forward to what is to come.

To our seniors, our prayer is that you will seek the Lord's will and direction in your lives, and be always ready to serve Him. It is our prayer that you will live by I Timothy 4:12, and be an example of God's people "in word, in conversation, in charity, in spirit, in faith, in purity." It is our prayer that you will succeed in all that you put your hand to, and that you will work to be a success for the Kingdom of Christ. May God richly bless your lives and all that you do.

FCA East Graduation Staff

***"Let no man despise thy youth; but be thou an example of the believers,  
in word, in conversation, in charity, in spirit, in faith, in purity."***

—I Timothy 4:12

*“So teach us to number our days,  
that we may apply our hearts unto wisdom.”*

—Psalm 90:12

<b>Schedule of Events</b>	
5:00 PM	Theatre Doors Open
6:00 PM	Ceremony Begins

\* Students must arrive at least one hour prior to the ceremony in order to have their photo taken.



#### **Contact Information**

Tri-Cities Area      Phone: (423) 354-0203      Fax: (423) 212-0183  
Knoxville Area      Phone: (865) 689-1313      Fax: (865) 689-1213

E-mail: [fcaeast@yahoo.com](mailto:fcaeast@yahoo.com)

Web Address: [www.fcaeast.com](http://www.fcaeast.com)

Located in the Alumni Memorial Building on the University of Tennessee’s Knoxville campus, the Cox Auditorium is the perfect venue to celebrate our students. Our hope is that this partnership with the University of Tennessee will inspire our students to further their educational journey as they complete this milestone. The address of the Auditorium is **1408 Middle Drive, Knoxville, TN 37916**. Parking will be available in **Lot S9** for our families with overflow parking at **Lot G10**. Make plans now to join us as we celebrate, reminisce, and look toward the future with our students.



# Graduation Amenities

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**Cap & Gown** are royal blue breathable fabric. The gowns are made to be lightweight and comfortable. Graduates will also receive a royal blue and gold tassel with a charm attached. Additional souvenir tassels are available for purchase.

**Diploma & Faux Leather Covers** are elegantly designed with satin inside with ribbon corners. The covers are royal blue with “Family Christian Academy of East Tennessee” embossed on the outside. Students participating in the ceremony will receive mock diplomas on stage during the ceremony. Diplomas are mailed direct to the student from our Records Office after the ceremony. The student’s file must be evaluated and approved for graduation before a diploma is issued.

## **Personalized Invitations**

*Outside Invitation Wording:* Graduating Class of 2024 Family Christian Academy of East Tennessee.

*Inside Invitation Wording:* We, the Family Christian Academy of East Tennessee, Senior Class of Two-Thousand-Twenty Three, Announce Our Commencement Exercises on Saturday, the eighth of June, Two-Thousand-Twenty-Four. The Ceremony will begin at six o’clock in the evening at the University of Tennessee’s Alumni Memorial Building in Knoxville, TN. We would like to thank our parents for the wonderful memories and guidance they have given us. Also on the inside will be the FCA East theme scripture.

*These details are designed to help you decide which package is best suited to your individual needs and budget.*

**Graduate Photos** will be available at the Theatre. Your student can have their photo taken with the interior of the theatre as a backdrop. Other photo packages will be available for purchase. Students must arrive one hour prior to the ceremony in order to have their pictures taken.

## **Recommended clothing to be worn under graduate gown:**

**Females:** Dress or skirt and dress shoes that do not flop when you walk.

**Males:** Dress shirt with dress pants and shoes. Jacket optional.

No decorations on cap or gown are permitted.

Please, no denim or tennis shoes.

No Pets are permitted.

# Graduate Opportunities

## **Graduate Memory Movie**

This has always been one of the most personal and enjoyable parts of Family Christian Academy's graduation. You get to see your student's picture on the big screen and relive those memories of them growing up. Parents are asked to submit up to four pictures of the graduate to be placed in a movie format and played with background music. Some ideas for the pictures are: baby photos, funny moments, student with their friends or family, sports or hobby photos. You can let your graduate help you pick the photos or completely surprise them! The pictures should be submitted with your graduation application. **Photos must be 5x7 or smaller, or you may e-mail them in .jpg format. No collage type photos or photos larger than 5x7 will be accepted.** Please do not send bent, folded or damaged photos. Please mark each picture with your graduate's name and number the photos in the order you would like them displayed. Pictures will be returned to you at the theatre after graduation. Photos must be submitted by May 6 to be included in the video.

*Participation in any or all of these personalized opportunities will help make your senior's graduation extra special!*

## **Graduate Letter**

Graduates are asked to submit a letter to us giving us some information about themselves. These words are read as the graduate walks across the stage to receive their diploma. This is the one time that we encourage you to brag about yourself and your accomplishments. Some ideas to help you get started are: things you have been involved in, what have you achieved, what you look forward to (college, work, further education), your favorite quote or scripture. Please limit your letter to 75 words or less. Please write these letters in third person as they will be read to an audience. Letters must be submitted by May 6 to be included in the ceremony.



## Senior Gold Package

Senior Ceremony  
Senior Souvenir Package (includes Class T-Shirt)  
Personalized Invitations  
Diploma & Faux Leather Cover  
Royal Blue & Gold Cap & Gown  
Graduate Photo

**TOTAL PACKAGE**  
**\$269.00**

**EARLY BIRD REGISTRATION**  
Before March 6 Save \$30  
**\$239.00**

## Senior Silver Package

Senior Ceremony  
Royal Blue & Gold Cap & Gown  
Diploma and Faux Leather Cover  
Graduate Photo

**TOTAL PACKAGE**  
**\$189.00**

**EARLY BIRD REGISTRATION**  
Before March 6 Save \$30  
**\$159.00**

**Important:**  
**The Deadline for**  
**Applications is**  
**April 11, 2024!**  
*Any applications received*  
*after the deadline may be*  
*declined.*

### Additional Items

Additional Packs of Invitations (25)	\$75.00
Invitation Seals	\$6.00
Diploma Cover	\$25.00
Additional Tassel	\$15.00
Class T-Shirt	\$20.00



# Graduation Application

**Important: The Deadline for Applications is April 11, 2024!**  
*Any applications received after the April deadline may be declined.*

Parent/Guardian Name			Telephone (Home)		Telephone (Work/Cell)	
Address						
City		State		ZIP	E-Mail	
Student Last Name			First		Middle	
			/		/ / /	
Graduate's name as you would like it to appear on the diploma			T-Shirt Size	Height/Weight/Sex		
Number of guests you expect to join you at Graduation <i>(This information is essential to provide your guest with seating)</i>					5	10
					15	20
					_____	

Do you wish to be a part of the Memory Movie?	Yes	No	Maybe
<i>If so, please send in up to 4 photos, please label and number the back of each photo with the student's name.                  All photos will be returned at the Theatre. (see pg. 5 for details)</i>			

Have you included your "Graduate Letter" with the student's name to be read during the ceremony? (see pg. 5 for details)	Yes	No
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Office Use Only

Received Date	Guests	Share	Processed By	Processed Date

Mail To: FCA East Graduation Dept., 124 East Inskip Dr., Knoxville, TN 37912

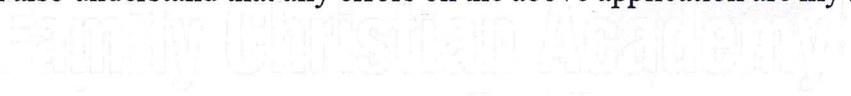
# Graduation Order Form

Mail To: FCA East Graduation Dept., 124 East Inskip Dr., Knoxville, TN 37912

Qty	Item Description	Early Price	After 3/6/24	Total
	12th Grade Gold Pack (See pg. 6 for contents)	\$239.00	\$269.00	
	12 <sup>th</sup> Grade Silver Pack (See pg. 6 for contents)	\$159.00	\$189.00	
Additional Items				
	Additional Invitations (25)	\$75.00		
	Invitation Seals	\$6.00		
	Diploma Cover	\$25.00		
	Souvenir Tassel	\$15.00		
	T-Shirt	\$20.00		
<b>TOTAL COST</b>				

### Parent Permission

As parent/legal guardian, I permit mentioned student to participate in the Family Christian Academy of East Tennessee Graduation Ceremony at the University of Tennessee's Alumni Memorial Building in Knoxville, TN and also be a part of it's video production and photography projects. I have completed this form to the best of my knowledge and know and understand that no part of this application is refundable. I understand that my student must abide by all FCA East dress code and conduct policies to be able to participate in the ceremony. I also understand that any errors on the above application are my responsibility.



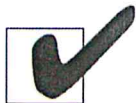
\_\_\_\_\_  
Parent/Guardian Signature

### Payment Information

Circle One:      Check # \_\_\_\_\_      Money Order      MasterCard      Visa

Credit Card #        -     -     -

Expiration Month/Year      /



## Complete Application Form

FCA only accepts completed applications. Make sure you have completed all of the spaces provided on the front and back of the application, include payment and mail to: FCA Graduation Dept., 124 East Inskip Dr., Knoxville, TN 37912.

If you are a senior and you are unable to attend the FCA senior graduation, you may send in a written request for your diploma to be mailed to you.



## Remember to Enclose the Requested Graduate Materials

Remember to enclose pictures for the Memory Movie, and the Graduate Letter.



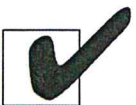
## Mail Application by March 6 for the Early Bird Discount

Great savings are in store for those who plan ahead. Save up to 20% just by getting your order in by March 6. Our costs are reduced when submitting large quantity orders to our vendors, and those savings are passed on to you.



## Make Sure You Have Completed Graduation Requirements

Graduation requirements are set by the FCA Records Office, and are clearly outlined in your registration handbook provided at the beginning of the school year. If you need to meet with a school counselor to go over your student's file or if you have questions regarding your student's graduation status, please contact our records department at (865) 689-1313. **The FCA Graduation office does not have access to your student's academic file, nor are they equipped to answer records-related questions.**



## Begin Preparing Your Guest Invitation List

We recommend that you begin preparing your guest invitation list right away. Many find that they need more invitations than are provided in the packages offered. If so, you may order additional invitations.



## Look for Your Graduation Package to Arrive in the Mail

Graduation materials are extremely time-sensitive, and every effort is made to get your materials to you quickly. Packages are shipped priority mail by the USPS.