

May 29, 2020

Dear Parents/Guardians,

On April 9, Dr. Hite shared the news that our school buildings would remain closed for the rest of the school year and that the school-sponsored social events you have been looking forward to all year, such as proms and graduation, would be cancelled due to the COVID-19 pandemic. ​Even though these events cannot move forward in a traditional way, we remain fully committed to safely celebrating the Class of 2020 .

On June 9th, at 11:00 am, there will be District-wide virtual graduation with the afterparty from 7:00 -8:30 pm on the same day. Customizable and shareable invitations are now available on our <https://www.philasd.org/2020grad/> webpage.

In addition to these plans, individual high schools may choose to host their own virtual graduation or party for their students in June. School staff will provide more information if they are pursuing this option. With safety as our top priority, no in-person events for seniors will be planned by the District or your school until further notice.

**Franklin Learning Center will stream a virtual Senior Awards assembly on Monday, June 8th at 7:00 pm on YouTube and our graduation ceremony will stream on Wednesday, June 10th at 1:00 on the WHYY television network at 1:00 pm.**

As you are also aware, senior activities that you may have paid for in advance have been canceled because of COVID 19. We are committed to providing you with an appropriate refund as soon as it is possible to do so safely for staff and families. The information below outlines the approach that the District is taking regarding the reimbursements:

**Refund**

Your school’s principal is working with our finance department to determine your refund amount. There are four factors that are being considered for the refund:

1. Dues paid - This is the amount of money you have paid for senior dues this year
2. Personalized Items - These are items that are specific to this school year and were to be paid for as part of your senior dues. At Franklin Learning Center, we have purchased caps and gown and yearbooks. You will not be refunded monies that went toward those purchases, as that money has already been spent and you will receive those goods.
3. Non-Personalized Items - These are items that you may choose not to receive and that the school can use in future years. At Franklin Learning Center, we have purchased diploma covers. Principal Lee will reach out to you to determine which of these items you still wish to receive. If the school was not able to purchase these items prior to the building closure, the school will inform you. You will receive a refund for any part of your dues that went toward non-personalized items that you will no longer receive.
4. Events - Dues were also collected for events that are no longer happening due to COVID 19. Examples of these events are prom, graduation venues and senior luncheons. You will receive a refund for all parts of dues that were collected for these events.

As noted above, you should still expect to receive items personalized for the Class of 2020, have the option to receive non-personalized items, and receive a partial refund on your dues for items and events not provided. The exact dollar amount and how it was calculated will be included with your refund when you receive it.

**Format**

Dues will be repaid with a check from your school. We have worked with Wells Fargo Bank to ensure that any family who wishes to cash the refund check will be able to do so at a Wells Fargo branch without any service charge.

Refunds will be mailed to your address that is on file. If you are worried that this address is incorrect, please contact Assistant Principal Wilson at [ajwilson@philasd.org](mailto:ajwilson@philasd.org) to submit a change of address form.

**Timing**

Because the reimbursement checks will be generated by each school, they cannot be issued until the Mayor and Governor have declared it safe for non-essential travel and our buildings are reopened to staff. We will inform you as soon as that occurs.

If you have questions and/or concerns, you can contact Principal Lee at [nlee@philasd.org](mailto:nlee@philasd.org).

We thank you for your understanding and look forward to virtually celebrating our seniors in June.

Sincerely,

Mrs. Nicole Lee