

Registration Packet

2026 High School Graduation Ceremony

Crossroads Area Home School Association (CAHSA)

Home school high school graduates from the Crossroads Area are invited to be part of the 2026 CAHSA Graduation Ceremony to be held Saturday, May 16 at Calvary Baptist Church, 1017 N. School St., Normal. Our goal is to recognize not only what you've accomplished thus far but also what you aspire to do. The event features various opportunities allowing you to customize the occasion to make it more memorable for you and your family.

Carefully read through this entire registration packet.

Senior year is often a busy season, and it will take some time to gather everything you need to make the experience a personalized one. You will need to make decisions regarding cap and gown, diploma, and other regalia; and a graduate biography must be submitted in addition to seven photos. In particular, selecting and properly scanning photos can be a large task.

The event will be both photographed and livestreamed, so a photo release form for the graduate is included in this packet. It must be signed and returned along with your registration payment.

Cost to You*

*Fee waivers are available. Please email us if these fees would prevent your graduate's participation in the ceremony.

There is one required fee: \$65.00, which covers the facility, printed diploma, group photo, and miscellaneous costs. This is due at the time of registration (by February 28). There are other costs associated with purchasing regalia and photography, but most are optional. Note that the CAHSA committee is staffed by unpaid volunteers.

Mark your calendars with these important dates and deadlines.

- February 15th Registration opens.
- February 28 Registration closes. Photo deadline. Payment deadline.
- Thurs. May 14 Mandatory rehearsal from 6:00-7:30 pm for graduates and parents.
- Sat. May 16 The big day!
Graduates may begin arriving at 12:30 pm to set up.
Fellowship area will be open to guests at 1:00 pm.
Guests to be seated by 1:50 pm
Ceremony will begin at 2:00 pm.
Ceremony will finish by 3:30 pm.
Displays AND Tables should be taken down and belongings removed by 4 pm.

Late Registration

Please email us if you need to register after February 28. We will attempt to make accommodations, but we cannot guarantee participation. A \$20 late fee will apply.

This packet includes the following sections:

- What to Expect and How to Prepare: Details to Know
- Instructions About Photographs
- Costs
- Payment Information – print and include with your payment
- Photo Release form – print and include with your payment
- Screenshots of the Online Registration Form

The CAHSA Graduation Committee is here to help you plan and prepare a memorable event for your graduate and your family. Please do not hesitate to contact us with any questions.

Jeneé Beatty and Meagan Reeg

Email contact: cahsa.grad@gmail.com

Website: [Graduation Ceremony – CAHSA](#)

What to Expect and How to Prepare

Details to Know

Thank you for allowing us to share this special day with you. In order to provide you with the best possible experience, please read through all the information provided.

Registration - Due February 28

Registration is done online. The [Online Registration Form](#) requests basic information as well as the graduate's biography, and slideshow photos. Further instructions regarding the biography and photos are included in this registration packet.

Also note that the Online Registration Form will require you to sign in to Google; Google requires this when uploading photos. The Online Registration Form will require that you enter the student biography and include seven photos before you can submit your registration. If you have multiple graduates in your family, you must fill out the form separately for each graduate.

Please Note: 1) If your graduate has been homeschooled less than 3 years, please email the committee before registering. 2) If your graduate will need any special accommodations to participate in the ceremony, please email the committee before registering. 3) If you are outside the Crossroads Area (more than 45 miles from Bloomington-Normal), the committee will consider adding you to the ceremony if capacity allows, but priority will be given to families in our area. Please email the committee for approval before registering. Participation in the CAHSA Graduation Ceremony is subject to Graduation Committee approval.

Graduate's Biography - Due February 28

Biographies are limited to 500 characters. They may highlight significant awards, honors or activities during high school, as well as a personal message from the graduate. Graduates are encouraged to include a statement of their future plans. The biography will be read by the master of ceremonies as the graduate and parents approach the platform. The biography is required when submitting registration via the Online Registration Form. If you wish, you may type it into a word processor and then copy/paste it into the form. The committee reserves editorial privileges for grammar and space considerations. Any significant alteration would be discussed with the parents before usage. (Sample biographies can be seen here: [Sample Biographies](#)) Since college decision deadlines fall after our registration, small changes to the biography can be made until May 1st.

Slideshow Photographs - Due February 28

During the ceremony, family, and guests will view a video presentation including photographs of each graduate. On the registration form, you must submit **seven high-resolution photographs** showing the graduate through the years. Detailed instructions about photographs are on a separate page of this registration packet. The CAHSA Graduation Committee reserves the right to reduce the number of photos used, based on the size of the graduating class.

After Registration

A few minutes after submitting each form, you will receive an email with your responses. **Please save that email for your records.** It will contain a link that will allow you to edit the information you entered. Information may be edited through February 28. Check your spam folder if you do not receive it within a few minutes. In early March, you will also receive a confirmation email from the CAHSA Graduation Committee outlining additional details. In order to best serve our graduating families, the committee depends on email as the primary mode of communication. Please check your email regularly for updates, especially as the ceremony date nears. Please respond to any email requests in a timely manner out of consideration of the volunteers' time.

Mandatory Rehearsal - May 14 at 6:00 pm

A mandatory rehearsal will be held at Calvary Baptist from 6:00-7:30 pm on Thursday, May 14. **The graduate and at least one parent must attend.** We will walk through the ceremony, answer questions, and give you the diplomas you ordered.

Ceremony - May 16 at 2:00 pm

The ceremony will be livestreamed for those who cannot attend in person. We request that guests be seated by 1:50 pm so that the ceremony may begin promptly at 2:00 pm.. A master of ceremonies will guide the ceremony along. Following the processional and welcome message, the parents of each graduate will present the diploma. The slideshow of graduates' photos will occur near the end of the ceremony. A video recording of the ceremony will be available for download in a timely manner following the ceremony.

Pantagraph Announcement

Each year *The Pantagraph* publishes a short article in May about our ceremony along with a list of graduates. Please indicate on the Online Registration Form whether you give permission for your graduate's name to be included.

Presentation of Diploma by Parents

Following the processional and welcome, parents will come forward and each graduate will be individually recognized. The master of ceremonies will read a short biography for each graduate as the graduate and his/her parents approach the stage. Parents will have a brief opportunity to speak words of recognition, praise, or challenge before presenting the diploma. It is essential to prepare and rehearse the parents' portion as you will be limited to a 1-2 minute presentation.

Display Tables

Graduates may elect to display pictures, awards, memorabilia or anything else to let others know more about themselves, their educational experiences, or their plans for the future. You are responsible for the set-up and tear-down of your table. You will also provide your own table cover, if desired. Table placement is on a first-come, first-served basis. Power is available; however, you must provide your own extension cord. You may arrive at 12:30 pm on graduation day to set up your table. The display area will remain open until after the ceremony with plans to leave the church by 4 pm. You will request a table on the Online Registration Form. There is no charge for a display table. CAHSA and the Graduation Committee are not responsible for the display items. Please plan accordingly to safeguard your items.

Diploma

The ceremony fee includes a diploma created by the CAHSA Graduation Committee and printed on light-beige cardstock. Please note that CAHSA cannot issue a diploma and does not verify information on diplomas but instead provides graphic arts services to private home school administrators in the Crossroads Area. The Online Registration Form requests details for personalizing the diploma. Alternatively, you may opt out. **A draft pdf version will be emailed to you before printing for your approval. Please respond timely.** Two samples are available online: [Diploma Sample](#) and [Diploma Sample \(With Honors\)](#).

Regalia - For Additional Fee

Caps and gowns are required. Graduates are responsible for ordering their own regalia.. The gowns will arrive wrinkled and will need to be pressed or steamed. Caps must be free of decoration. We suggest ordering regalia by Mar. 31. The committee reserves the right to ask your graduate to make adjustments to their clothing and also to exclude your graduate from participation in the event if s/he is outfitted in unapproved attire. It may be possible to find a used cap and gown at a thrift store or from a recent graduate. Pursuing this option should be done at your earliest opportunity to ensure you are ready for graduation day.

You may wish to purchase some of the items below. We have included notes for you to consider. Of course, you are free to make your own choices. It may be helpful to review [our past years' photos](#) when making purchase decisions.

- **Diploma cover**
If using the diploma created by the CAHSA Graduation Committee, select the 8.5×11-inch size.
- **Cap and gown**
These come in sets which include the tassel and icon. Matte gowns are preferred for photography.
- **Tassel**
These can be ordered separately or as extra tassels, if desired.
- **Honor cord**
Honor cords are recommended for graduates whose GPAs are 3.50 or higher. We recommend the double gold honor cord set which can be purchased from an online vendor. Theta Zeta members: please contact the Theta Zeta sponsor for your stole which is provided by the Theta Zeta organization.

Group Photography

Our professional photographer will take a group photo of the graduating seniors on stage at the end of the ceremony. The ceremony fee includes a digital group photo. Past group photos can be seen [here](#).

Optional Individual/Family Photography Available - For Additional Fee

The professional photographer will have brief appointments available at the church prior to the ceremony for individual and family photos. A CAHSA Graduation Committee member will email you after registration to set up your photo time slot. During the ceremony Joe can photograph the graduate and parents with the diploma presentation. See the next page for details and pricing. In addition, you may wish to use the photographer for your senior portraits. Information about his portrait packages is [here](#).

Instructions About Submitting Photographs

A special part of the graduation ceremony has been the video slideshow near the end of the event. When you register using the Online Registration Form, you must submit **seven high-resolution .jpg files** showing the graduate through the years. The form will require you to add photos before you can submit your registration.

Selecting and properly scanning photos can be a large task, and we want you to be happy with the result on graduation day. Here are some tips and guidelines we've come up with so you won't have the hassle of having to redo the process.

Select Photos

Each photo will be projected approximately 2 or 3 seconds. So that the slideshow is comfortable when viewing, only single photos are acceptable; please do not submit photo collages. Also, please do not submit photos with added text. You may consider that a horizontal (landscape) photo fills the screen more fully than a vertical (portrait) photo. We are requesting 2 senior photos. The horizontal image will be used in the slideshow and the vertical (head & shoulders) image will be used for the processional and senior collage.

Choose seven photos that show the graduate through the years. Consider including favorite hobbies, activities, and memories within these photos. Suggestions are:

- | | |
|-------------------|------------------------------|
| 1) Infant/toddler | 5) High school |
| 2) Preschool | 6) Senior photo (horizontal) |
| 3) Elementary | 7) Senior photo (vertical) |
| 4) Middle school | |

Submit Photos

Photos are to be uploaded online via the Online Registration Form due February 28.

The photos should be high-resolution .jpg files.

High-Resolution – Important!

Because these photos will be displayed on a large screen, we want to be sure they are high-resolution photos that will not pixelate when enlarged.

- Submit photos in the .jpg file format. **Do NOT send HEIC** (iPhone format) as they are not viewable in our software. There are a lot of online tools to change format, pick what is right for you. Here is one- <https://heic.online/>
- By high-resolution, we mean a **minimum file size of 500 KB**.
- There are several online tools to increase image size. Here is an example of one – [Free Photo Enhancer - Increase Image Quality & Resolution | Fotor](#)
- Look for the option on your scanner that will allow you to create a high quality .jpg file.
- It may take a couple of attempts to get an appropriate file size.
- Screenshots or photos downloaded from Facebook will *not* be high-resolution. Send an original photo file instead.
- Taking a photo of a photo will not achieve good results. Use a scanner instead.
- Photos of the graduate alone are best.

Costs

Fee waivers are available for the ceremony. Please email us if these fees prevent your graduate's participation in the ceremony.

Ceremony Fee - \$65.00 - Postmarked by February 28

This fee is required and non-refundable. For multiple graduates within the same family, the ceremony fee is \$65.00 for the first and \$55.00 for each additional graduate. This fee covers the facility, printed diploma, group photo, and miscellaneous costs. The diploma is included in the ceremony fee, but you may decline to have one made. Note that the CAHSA committee is staffed by unpaid volunteers.

Late Registration Fee - \$20.00 - Please email the committee before submitting late registration

This fee is required if submitting registration after February 28.

Optional Individual/Family Photography Available

Our professional photographer, Joe Horine, will be available at the ceremony to capture this special time. Soon after the event, you will receive high-resolution images with a permission-to-print document.

Option 1 (\$35.00) – A short, ten-minute appointment prior to the ceremony to photograph your individual graduate or immediate family. The photography will be done in an indoor room with lighting and a white photography backdrop. Once payment is received, you will receive an email to schedule your appointment.

Option 2 (\$25.00) – One to three photographs of the graduate and parents on stage with the diploma. Following the diploma presentation, the graduate and parents may pause briefly to face Joe for the photograph.

Options 1 & 2 (\$50.00) – Select both options for the discounted price of \$50.00.

Photography Late Fee (\$10.00) - Add to payment if purchasing after February 28th.

Photography payment is to be included by separate check to Joe Horine when you make your payment for the ceremony.

A minimum of 5 graduates will need to be signed up by May 1st or individual photos will be canceled. The group graduation photo will be taken regardless of the number of registered graduates.

If you purchased professional photos, you will be contacted by CAHSA Graduation Committee to schedule your time slot for the day of graduation.

In addition, you may wish to use Joe for your senior portraits.

Payment Information

Include this form with your payment

Graduate's name: _____

Ceremony Registration Payment

Ceremony payment must be postmarked by February 28. Please mail immediately after completing the Online Registration Form.

The signed photo release form on the next page **must** be included with your registration.

My payment includes (check all that apply):

_____ \$65.00 Ceremony Fee (required)

For multiple graduates within the same family, the ceremony fee is \$65.00 for the first and \$55.00 for each additional graduate.

_____ \$20.00 Late Fee per graduate, if submitting after February 28

Before submitting, contact us about availability.

_____ Extra Donation (optional)

Toward unforeseen expenses and graduation expenses for graduates who may need financial help

Total *ceremony* payment (Check payable to **CAHSA**): _____

Graduation fees are non-refundable.

Optional Individual Photography Payment

Important! Please note that this requires a second check, separate from the payment for the ceremony fees.

My payment includes (check all that apply):

_____ \$35.00 (Option 1) Individual/family photos before ceremony

_____ \$25.00 (Option 2) Graduate/parent/diploma photo during ceremony

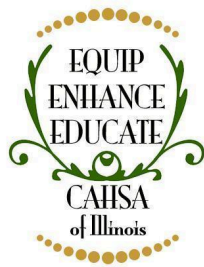
_____ \$50.00 (Options 1 & 2)

_____ \$10.00 Photography Late Fee, if submitting after February 28

Total *photography* payment (Check payable to **Joe Horine**): _____

Mail checks to this address:

CAHSA Commencement
c/o Jenee' Beatty
12063 N 3900 East Rd
Saybrook, IL 61770



*Crossroads Area
Home School
Association*

2026 Photo Release Form

I hereby grant and authorize Crossroads Area Home School Association (CAHSA) of Bloomington, IL and the 2026 Graduation Committee members, Jeneé Beatty of Saybrook, IL, Meagan Reeg of Bloomington, IL, its affiliates and agents including Joe Horine of Normal, IL and Calvary Baptist Church of Normal, IL, all hereafter known as the Releasee, the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures, audio and/or video taken of me and/or my graduating student on Saturday, May 16, 2026 at Calvary Baptist Church in Normal, IL to be used in and/or for any lawful materials including, but not limited to, email, newsletters, newspapers, journalists, DVDs, audio/video recordings, websites, live streams, social networking sites and other print and digital files and communications, for purposes related to the mission of CAHSA, without payment or any other consideration. I waive the right to inspect or approve any finished product in which my and/or my graduating student's likeness appears. I understand and agree that these materials shall become the property of the Releasee. The Releasee uses photos and videos to enhance the quality of digital and print materials, including but not limited to website, social media, newspaper, and publicity. A participant's inclusion in CAHSA's graduation ceremony activities implies permission for use of images and audio/video recordings taken at those events.

Graduate:

Signature: _____

Print Name: _____

Date: _____

Parents or Legal Guardians:

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____



Date: _____

Screenshots of the Online Registration Form

We have provided screenshots of the online form so that you can plan your responses prior to filling it out. The online form is available at this link: [Online Registration Form](#)

Section 1 of 8

2026 Graduation Registration

B I U  

Important! Please read the registration packet before filling out this form. On this form, you will be asked to provide basic info, a graduate biography, and photographs.

We primarily communicate through email. The graduation committee can be contacted at cahsa.grad@gmail.com. Please provide the best email address to reach you.

Email *
Valid email
This form is collecting emails. [Change settings](#)

How long has the graduate been homeschooled? If less than 3 years, please email the committee before continuing to register. *
Short answer text

Will the graduate need any special accommodations to participate in the ceremony? If so, please email the committee before continuing to register. *
Short answer text

Does the graduate live outside of the Crossroads Area (more than 45 miles from Bloomington/Normal)? If so, please email the committee before continuing to register *
Short answer text

After section 1 Continue to next section

Section 2 of 8

Name and Contact Information

Description (optional)

Graduate's LAST name *
Short answer text

Graduate's preferred first and last name *
Enter the graduate's name. This will be displayed in the digital program's list of graduates.
Short answer text

As a help for our MC at the ceremony, please list the phonetic pronunciation of the graduate's first and last name. *

Short answer text

Parents' names *
Short answer text

Second email address (optional)
Please enter a second email address if you want to receive graduation communications at both (e.g. both parents)
Short answer text

Mailing address *
Short answer text

City *
Note: If you are outside the Crossroads area, we will consider adding you to the ceremony if capacity allows, but priority will be given to families in our area. Please email us at cahsa.grad@gmail.com for approval before registering.
Short answer text

State *
Short answer text

Zip code *
Short answer text

Parent phone number *
We primarily communicate through email, but please provide the best number where you can be reached.
Short answer text

Who can we expect to reach at this number? *
Short answer text

Type * ⋮

Home

Cell

Work

Second phone number (optional)

Short answer text

Who can we expect to reach at this number?

Short answer text

Type ⋮

Home

Cell

Work

After section 2 Continue to next section

Section 3 of 8

Other Information ⌵ ⋮

Description (optional)

Do you want to reserve a display table? *

You will provide your own table cover and extension cord if wanting power. You will be responsible for setting up and tearing down your table as well as your display items.

No

Yes

Is your graduate a member of Theta Zeta honor society? *

Yes

No

⋮

Each year The Pantagraph publishes a short article in late May about our ceremony along with a list of graduates. Do you give permission for the graduate's name to be printed in The Pantagraph?

Yes

No

The committee will produce a program including the graduate's biography. This program, as well as The Pantagraph article, group photo, and other congratulatory messages may be shared on social media and other internet sites.

I understand and agree that the graduate's name, biography, and photo may be shared on social media a...

After section 3 Continue to next section

Section 4 of 8

Diploma ⌵ ⋮

Description (optional)

Do you want a diploma provided by CAHSA? *

The diploma is included in the ceremony fee; however, you may decline to have one made.

Yes. Create a diploma.

No. Do not create a diploma.

Graduate's name as you want it to appear on the diploma

Short answer text

⋮

Name of your home school as you want it to appear on the diploma

Short answer text

Scripture text or other motto to be printed on the diploma (optional)

If using Scripture, provide text in preferred translation and provide the reference.

Long answer text

Honors designation to be printed on the diploma (optional)

GPA thresholds are set by each individual school.

None

With Honors (recommended GPA is 3.50-3.74)

With High Honors (recommended GPA is 3.75-3.89)

With Highest Honors (recommended GPA is 3.90-4.00+)

After section 4 Continue to next section

Section 5 of 8

Payment and Fees ⌵ ⋮

Please contact us if these fees would prevent your graduate's participation in the ceremony.

Ceremony amounts you are including in your payment *

Check all that apply.

Ceremony Fee (required & non-refundable) - \$65.00 (*\$55.00 for additional graduates in the same family)

Late Registration Fee - \$20.00 (*if submitting after February 28)

Extra Donation (optional) - for unforeseen expenses and graduation expenses for graduates who may ne...

I have arranged a fee waiver with the committee (Answer 0 to the next question.)

...

Total Ceremony payment. Check payable to **CAHSA**.

Please send your total payment with the form in your registration packet. Payment must be mailed by February 28.

Short answer text

Optional Photography amounts you are including in your payment by separate check payable to **Joe Horine**.

Check all that apply.

- Option 1 - Individual/family photos before ceremony - \$35.00
- Option 2 - Graduate/parent/diploma photo during ceremony - \$25.00
- Options 1 & 2 - \$50.00
- Late Photography Fee - \$10.00 (*if submitting after February 28)

...

Total Photography payment. Separate check payable to **Joe Horine**.

Please send your total payment with the form in your registration packet.

Short answer text

After section 5 Continue to next section

Section 6 of 8

Submit Biography

Description (optional)

Graduate biography paragraph *

This may be included in the program, and the MC will read it aloud during the ceremony. Include the graduate's and parents' names near the beginning. The biography is limited to 500 characters. You may wish to type it in a word processor, and then copy and paste here. Sample biographies can be viewed at: <https://crossroadsareahomeschoolassociation.files.wordpress.com/2023/11/sample-biographies.pdf>

Long answer text

After section 6 Continue to next section

Section 7 of 8

Upload Photographs

Please review detailed instructions in your registration packet before uploading photos.

In order to respect the time of the volunteers, I agree that I have read and understand the photo upload expectations. If the photos are the wrong format or size, I understand that they may not be included in the slideshow.

Yes, I agree.

1) Upload an infant/toddler photo *

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. Horizontal images are preferred. See registration packet for complete instructions.

Add file

View folder

2) Upload a preschool photo *

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. Horizontal images are preferred. See registration packet for complete instructions.

Add file

View folder

3) Upload an elementary photo *

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. Horizontal images are preferred. See registration packet for complete instructions.

Add file

View folder

4) Upload a middle school photo *

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. Horizontal images are preferred. See registration packet for complete instructions.

Add file

View folder

5) Upload a high school photo *

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. Horizontal images are preferred. See registration packet for complete instructions.

Add file

View folder

6) Upload a senior photo (horizontal orientation). *

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. See registration packet for complete instructions.

Add file

View folder

7) Upload a senior photo - vertical image for the processional and senior collage (head & shoulders only- photos will be cropped if they include more).

IMPORTANT: **Submit only JPG file.** Do NOT send HEIC (iPhone format) as they are not viewable in our software. ***Minimum* photo size: 500KB** otherwise images will pixelate and not be viewable on the big screen. See registration packet for complete instructions.

Add file

View folder

After section 7 Continue to next section

Section 8 of 8

All done! Click the Submit button to finish.

A few minutes after submitting each form, you will receive an email with your responses. Please SAVE THAT EMAIL for your records. It will contain a link that will allow you to edit the information you entered. Information may be edited until February 28. In early March, you will receive a confirmation email from the CAHSA Graduation Committee outlining additional details. If you purchased professional photos, you will also be contacted by CAHSA Graduation Committee to schedule your time slot for the day of graduation.

The next step is to immediately mail your payment to the address listed in the registration packet on page 6. Print and include a signed copy of the photo release form on page 8 also. **It must be postmarked by February 28 to avoid a late fee.** Graduation fees are non-refundable.

Email any questions to us at cahsa_grad@gmail.com.