

May 15, 2020

Dear Fifth Grade Parents and Students,

The official closing of school buildings for the remainder of the school year unfortunately means that our traditional end of year 5th grade events must look a bit different. That being said, it is still important to celebrate the hard work and accomplishments of our 5th graders who are wrapping up their elementary experience and moving on to middle school. To that end, **the 5th grade move up celebrations will take place virtually on Monday, June 15th, 2020**. A link will be shared with parents and students that morning for you to view the ceremony.

As in the past, students will need to do some preparation for the celebration as well. All 5th grade students are asked to submit a video sharing their favorite memory of their time at Woodland School. The videos will be compiled and included as part of the final ceremony video. Please adhere to the following requirements:

- Videos must be a maximum of 15 seconds
- Use a sentence starter such as: “My favorite memory is...”, “My favorite memory at Woodland School is...”, or “I remember when...”
- Students are encouraged to dress appropriately, as they would for a live in-person move up ceremony, when they record their video
- Please record the video in landscape mode
- For consistency in visual and audio quality, it is helpful if all videos are shot at a distance of approximately 3 feet
- Prior to submission, please review your video for quality of sound and lighting (natural lighting is best)
- Please name the video file using this format:  
**FirstName.LastInitial.HomeroomTeacher**
- **All video submissions are due by Thursday, May 28th**
- **Videos should be emailed to Sue Francione @ [SFrancione@warrentboe.org](mailto:SFrancione@warrentboe.org). Our phenomenal technology teacher, Ms. Wisher will compile your submissions and create a final product you will be sure to treasure**

The entire Woodland School staff shares the disappointment that we won't be able to gather together for this rite of passage celebration. It is important to us that we recognize and honor each individual student by the means available under the current circumstances. On the bright side- you'll have a keepsake recording to watch for years to come!

Thank you for your partnership in helping to make this celebration a success.

Sincerely,

Scott Cook, Jeff, Heaney, Christine Smith, Ali Tugya

