**How to order the Basic Graduation “Cap & Gown Unit” from Jostens Online**

1. Go to website **Jostens.com**

2. Select **Shop Your School**

3. Find My School: **Make sure your school location is for Kenwood High in Clarksville TN** (Not the one in Maryland)

4. On the Hello Knights! page, scroll down to **Graduation Shop** and click.

5. The next page is **Kenwood Graduation Packages** – scroll to the bottom of the page and **click Shop Now for Shop Graduation Products**.

6. On the Graduation Products page, scroll down to the Cap & Gown section and select the **“Cap & Gown Unit” for $50.00. This package unit also includes tassel, diploma, and diploma cover. (add Tax $4.75 and shipping $13) Total: $57.75**

7. You will then need to put in your height, weight and gender and go to next page. (Be accurate!!)

8. Continue through the next pages of offers for announcements, etc. If you only want the cap and gown unit, you do not need to buy anything else.

9. When you get to the purchasing page, you will be asked to provide personal billing and contact information.

**REMINDER**

* **The Cap & Gown Unit for Kenwood comes with the cap, gown, tassel, diploma, and diploma cover. The total price with tax/shipping is approximately $57.75 \*\*\* NOTE: Delivery Day is in March or April \*\*\***
* This order will be delivered to our school to be handed to you by the Jostens representative or the Senior Class sponsor if you ordered late.
* You will need a credit or debit card on hand to place this order online. They also have PayPal and JPay payment options you can set up.
* You can order other items or clothing any time during the school year, BUT the Cap and Gown Package is the only requirement to walk in Graduation.