

<b>TITLE:</b>	2026 Graduation Caps, Tassels, and Gowns	<b>ROUTING</b> Deputy Superintendent of Instruction Region Superintendents Region Administrators of Instruction Region Administrators of Operations Region Directors Counseling Coordinators Principals Assistant Principals Counselors
<b>NUMBER:</b>	REF-6484.12	
<b>ISSUER:</b>	Frances Baez, PhD Chief Academic Officer Division of Instruction  Brenda Pensamiento Administrator School Counseling Services	
<b>DATE:</b>	February 23, 2026	
<b>PURPOSE:</b>	This reference guide outlines policies, procedures, and guidelines for schools to order graduation caps, tassels, and gowns. The procedures in this reference guide only apply to schools for the 2025-2026 school year.	
<b>MAJOR CHANGES:</b>	This reference guide replaces REF 6484.11, 2025 Graduation Caps, Tassels, and Gowns, dated February 24, 2025. Deadlines and contact information have been updated for the 2025-26 school year.	
<b>INSTRUCTIONS:</b>	Pursuant to Education Code Sections 49010 and 49011, schools cannot require students to purchase or rent a cap, tassel, and gown as a condition for participation in the graduation ceremony. The District will provide rental caps, tassels, and gowns, free of charge to high school graduating seniors from the contracted vendor for use during the graduation ceremonies. Parents have the option of purchasing a gown for their student as a keepsake or receiving a District issued rental. "Senior Packages" shall not include cap, tassel, or gown from Herff Jones or any other vendors, nor shall these items be offered online for purchase. Parents' option to purchase or rent is indicated on the <a href="#">Measurement Collection Form</a> . Rental and keepsake caps, tassels, and gowns are the same quality and color.	
	Contracted Vendor: Herff Jones Vendor Number: 1000004801 Contract Number: C10212	

**I. PROCEDURES FOR ORDERING CAPS, TASSELS, AND GOWNS FOR STUDENTS**

**A. Ordering for Students:**

1. Schools shall establish procedures for the ordering and distribution of gowns in accordance with this reference guide.
2. Parents/guardians/educational rights holders of all high school seniors will complete a Measurement Collection Form via the following link:  
<https://herff.ly/LAUSDcapgownmeasurement2026>
3. See Attachment C, Procedures for the Collection of Gown Measurement Information for additional information. No other personal information is needed by Herff Jones.
4. Schools must ensure that **ONLY** parents/guardians/educational rights holders of students, or students who are 18 and older, complete the Measurement Collection Form and provide the required information to the vendor.
5. Schools are required to follow up with parents to obtain student measurement information if it was not submitted online.
6. Schools should set an internal deadline for parents to submit measurement information via the provided link. It is recommended that the internal deadline for parents to submit measurements be no later than **Friday, March 6, 2026**. The internal school deadline must allow sufficient time to gather information, ensure all indicated students are included and prepare the purchase requisition.
7. Schools must contact Herff Jones Support Center with sufficient time to obtain a list of student information submitted via the link and review it for completeness. It is recommended that schools request this list to monitor as follows:
  - Before the internal deadline, to ensure parents are submitting the student measurements.
  - Immediately after the internal deadline, to identify and follow up with parents that have not submitted the students' measurements.
  - Prior to submitting their requisition, to ensure information is complete, it is recommended that schools request this final list by **Friday, March 13, 2026** to allow sufficient time to receive the list and prepare the purchase requisition.
8. See Attachment B, Vendor Contact Information for Herff Jones representative's contact information.

- B. School Responsibility:
1. School sites will determine the number of caps, tassels, and gowns for purchase as keepsakes vs. District-issued rentals.
  2. School sites will create a purchase requisition (PR) via Ariba. The information below must be attached to the purchase requisition:
    - The responses received upon submission of [the 2026 Color Choice](#) form
    - Student list with measurements obtained from Herff Jones Support Center
    - Faculty list
  3. To avoid expedited handling fees, the purchase requisition must have an APPROVED status by **Thursday, March 26, 2026**. Orders approved after **March 26, 2026**, may be subject to expedited shipping and handling fees.
  4. The vendor requires a 30-calendar day delivery lead time. Purchase orders placed with a delivery lead time of less than 30 calendar days will incur expedited shipping charges. The established deadline of **March 26, 2026**, supersedes the 30-day delivery lead time.
  5. Expedited handling fees are the responsibility of the school site and will require a signature from a site administrator to accept the responsibility for the additional charges. Expedited fees are based on quantity and lead time. For additional information contact the Herff Jones representative.
- C. To Receive a District-Issued Rental:
1. Parents/students must sign a *Gown Agreement* issued by the school site. See Attachment A.
  2. A rental gown will be issued to the student according to established school procedures.
  3. The *Gown Agreement* must include terms and conditions for acceptable use of the gown. Specific language will notify parents that if the gown is returned in poor condition, the parent may be responsible for the full cost of the gown. Students must return the rental gown within one week of the graduation ceremony, in good condition.
  4. Failure to return the rental gown may prevent a student from receiving a transcript/diploma (see BUL-5509.5, *Restitution Procedures for the Loss or Damage of School Property for Students*, dated October 23, 2023). This provision may not

apply to specified student groups; see BUL 5509.5 for detailed information.

- D. To Purchase as a Keepsake:
1. The District does not provide funds for keepsake items.
  2. Funding for keepsake items (gowns, cords, stoles/sashes and extra tassels) should be ordered on the same purchase requisition as the gown rental form.
  3. Schools are encouraged to keep track of their keepsake orders and amounts.
  4. Designated school site personnel will collect keepsake funds. Schools should monitor the student measurement list to identify students who intend to purchase a keepsake gown.
  5. Herff Jones representatives are NOT to collect funds, nor does the Measurement Collection form allow for this.
  6. Financial Managers will generate a check for keepsake gowns to be mailed to Cash Receipts (LAUSD) for credit to the Caps and Gowns Account using school funds.

## II. PROCEDURES FOR ORDERING CAPS AND GOWNS FOR PARTICIPATING FACULTY

Herff Jones will provide one free rental faculty cap, tassel, gown, and hood per 20 students. Free faculty gown includes a bachelor-style gown and a maroon/gold-colored hood. All faculty caps, tassels, gowns, and hoods must be included on the same purchase order as the students. The faculty list with name, height, weight, and degree information must be attached to the purchase requisition. Orders for faculty attire that exceed the 20:1 allotment must be funded by the school site. Paid faculty gowns and hoods may be degree-specific. Faculty gowns ordered after the established deadline are subject to expedited shipping fees. See Attachment C for the template to create the faculty list and for additional information.

- Use Product Number **2016722525** for free faculty rentals.
- Use Product Number **2016722520** for additional faculty rentals.

## III. CREATING A PURCHASE REQUISITION

- A. Herff Jones must receive a purchase order for the delivery of products:

1. School sites will create a purchase requisition via Ariba using the budget line established and administered by Budget Services (see IV. Funding Information).
  2. Use Product Number **2016711500** for a Matte finish.
  3. Use Product Number **2016722500** for a Satin finish.
  4. Use Reference Contract **C10212** for each line item.
  5. Change the delivery date for each line item to fifteen (15) days before the graduation date.
  6. Complete [2026 Color Choice Form](#) with the cap, tassel and gown colors, other accessories, graduation date, and school site contact information. School staff submitting the Color Choice Form will receive a copy of their submission which must be attached to the purchase requisition. Schools must review and ensure that the Color Choice Form attached to the purchase requisition is accurate as this is the information that will be used by the vendor to complete the order.
  7. Attach student and faculty list with name, height, and weight.
  8. School sites should order sufficient gowns for all potential graduation candidates.
- B. For additional caps, tassels, and gowns, once a purchase order has been created, the school site must create a new purchase requisition. The school site will email their request to their Herff Jones representative and the Region Buyer with the additional items and purchase requisition number. **DO NOT MODIFY AN EXISTING PURCHASE ORDER.**

#### IV. FUNDING INFORMATION

Enter the Cap and Gown funding line as follows:

Fund:	010-0000
Functional Area:	0000-2700-10499
G/L Account:	430001
Cost Center:	Use the school's cost center

Note: Associated Student Body (ASB) funds cannot be used for caps, tassels, and gowns.

**V. PRICING/PRODUCT INFORMATION**

The District will cover only the rental cost of caps, tassels, and gowns including sales taxes. All other items will be funded by the school site. The prices quoted below do not include sales tax.

**Purchased Item Cost:**

Item	Product Number	Cost/Item
Cap, Gown, and Tassel	2016711503 (Matte Finish) 2016722503 (Satin Finish)	\$16.03
Honor Cords	2016700500	\$3.32
Honor Cords (double)	2016700729	\$6.72
Stole/Sash (plain)	2016700507	\$8.92
Tassel	2016711451	\$4.42

**Rental Item Cost:**

Item	Product Number	Cost/Item
Cap, Gown, and Tassel	2016711500 (Matte Finish) 2016722500 (Satin Finish)	\$16.03
Faculty Gown: Includes cap and tassel with standard gown and hood (1 per 20 student rentals)	2016722525	Free
Faculty Gown: Includes cap, tassel, degree-specific gown, and standard hood	2016722520	\$16.03
Faculty Hood, degree-specific	2016700511	\$9.30

**VI. ELEMENTARY AND MIDDLE SCHOOL CAP AND GOWN POLICY**

The use of graduation-like exercises and dress (caps, tassels, and gowns) is reserved specifically for twelfth grade students. Elementary and middle schools shall not purchase or rent caps and gowns for participation in culmination ceremonies. The District will only provide cap and gown rentals for graduating high school seniors (see BUL-

1295.4, *High School Pre-Commencement, Diploma, and Senior Activity Guidelines*, dated July 31, 2023).

## VII. CAPS, TASSELS AND GOWNS FOR SUMMER SCHOOL GRADUATES

When placing the order, take into account students who are likely to graduate in the summer. If additional caps, tassels, and gowns are needed for summer graduates, the school site personnel will create a new purchase requisition, with the [Color Choice Form](#), and follow all other procedures listed in Section I. It is recommended that the school set an internal deadline for students to submit measurements, no later than **Friday, May 8, 2026**. The purchase requisition must be in approved status by Friday, **May 15, 2026**, to avoid expedited fees, purchase orders must be received by the vendor no later than **Friday, May 22, 2026**.

## VIII. GUIDELINES FOR THE RETURN OF GOWNS

- A. **Rental Gowns: The used rental gown is to be returned to the vendor.** Students must return rental gowns, in good condition, to the school within one week after the graduation ceremony. The caps and tassels do not need to be returned by the student. Follow the instructions on Attachment D2, Returning Graduation Attire for rental gown pickup; no additional paperwork is needed.
  
- B. **Unopened/Unused:** Count and return all unopened/unused caps, tassels, and gowns in the original packaging for full credit, **unless held for summer graduation.** Consult with school counselors to identify these students.
  1. Complete Attachment D-1, Unused Merchandise Record of Return & Request for Credit, and call the carrier for pick-up, see Attachment D-2, Returning Graduation Attire.
  2. Submit a copy of the completed Attachment D-1, Returning Graduation Attire to [Inquiries.Procurement@lausd.net](mailto:Inquiries.Procurement@lausd.net).
  3. Return rental used and unused items to Herff Jones one week after the graduation ceremony or no later than **Thursday, June 18, 2026**.

**RELATED RESOURCES:** [BUL-5509.5, Restitution Procedures for the Loss or Damage of School Property for Students and Parents, dated October 23, 2023.](#)

[BUL-1295.4, High School Pre-Commencement, Diploma, and Senior Activity Guidelines, dated July 31, 2023](#)

[BUL-138307.1, Graduation and Culmination Ceremony Policies and Procedures, dated February 12, 2024](#)

- ATTACHMENTS:**
- Attachment A - Gown Rental Agreement
  - Attachment B - Vendor Contact Information
  - Attachment C - Procedures for the Collection of Gown Measurement Information
  - Attachment D-1 - Unused Merchandise Record of Return & Request For Credit
  - Attachment D-2 - Returning Graduation Attire

**ASSISTANCE:** For assistance or further information please contact:

Procurement Contracts Administration – Regional Buyer

Region	Contact	Phone	E-mail
East	James Morton, Jr.	(562) 654-9380	<a href="mailto:james.p.morton@lausd.net">james.p.morton@lausd.net</a>
North	Vanessa Ortiz	(562) 654-9480	<a href="mailto:vanessa.l.ortiz@lausd.net">vanessa.l.ortiz@lausd.net</a>
South	Kendon Young	(562) 654-9357	<a href="mailto:kendon.young@lausd.net">kendon.young@lausd.net</a>
West	Cheryl Wideman	(213) 241-0537	<a href="mailto:cheryl.wideman@lausd.net">cheryl.wideman@lausd.net</a>



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

[SCHOOL LETTERHEAD]  
**Gown Agreement**

Dear Parent,

Los Angeles Unified School District does not require students/parents to purchase caps, tassels or gowns as a condition for participation in the graduation ceremony as it is considered to be an instructional activity. The District will provide “rental” gowns, **free** of charge to high school graduating seniors for use during the graduation ceremonies. You are given the option of purchasing a gown as a keepsake or receiving a District issued “rental.” The “rental” gowns will be of the same quality and color as those made available to families to purchase as a keepsake. This gown agreement will outline the guidelines and procedures for obtaining a District issued “rental” gown.

**Rental Period:** The rental period for the cap and gown will begin on \_\_\_\_ and will end on \_\_\_\_.

**Gown Returns:** The rental gowns must be returned to the school on or before the date indicated above in “good” condition (see below). The process for the issuance and return of the gowns will be communicated to seniors. The caps and tassels do not have to be returned by the students. There will be penalties for seniors who fail to return their gown by the return date indicated on this rental agreement.

**Acceptable Use Policy:** All gowns rented for use during the graduation ceremony must be returned in “good” condition. California Education Code section 48904 states that the parent or guardian of a minor is liable to a school district for all property loaned to a student that is damaged or not returned as agreed. In addition, the school district is authorized to withhold grades, diploma, and transcripts of a student until the student or the parent/guardian pays for the loss or damage of school property (cap and gown). The school district will seek restitution when school property has been damaged or lost. Damage to the graduation gown may include but is not limited to a gown that has been cut, snagged, discolored, or stained. If a graduation gown is returned in poor condition the student and/or parent will be responsible to submit payment in full to the Senior Financial Manager at the school site. Per Los Angeles Unified’s Policy, failure to return the rental gown or pay the necessary fees may prevent a student from receiving his/her transcript/diploma.

I have read, understand, and agree to adhere to the terms of the Cap and Gown Agreement for use of a “rental” gown for the graduation ceremony. Sign and return the tear-off to \_\_\_\_\_.

_____	_____	_____
Student Name (Printed)	Student Signature	Date
_____	_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

[SCHOOL LETTERHEAD]

**Acuerdo sobre la togas**

Estimados padres,

El Distrito Unificado de Los Angeles ya no requerirá a los estudiantes / los padres que compren birretes y togas como una de las condiciones para participar en la ceremonia de graduación ya que la ceremonia de graduación se considera una actividad de instrucción. El Distrito proveerá en "alquiler" las togas **de forma gratuita** a los estudiantes que se gradúan de la escuela preparatoria para que los usen en las ceremonias de graduación. A usted se le ofrece la opción de comprar una toga como recuerdo, o de recibir una del Distrito en "alquiler." Las togas de "alquiler" serán de la misma calidad y color que las puestas a disposición de las familias para comprar como recuerdo. Este Acuerdo de alquiler de togas esbozará las pautas y los procedimientos para "alquilar" una toga del Distrito.

**Período de alquiler:** El período de alquiler de la toga comenzará el \_\_\_\_\_ y concluirá el \_\_\_\_\_.

**Devolución de las togas:** Las togas de alquiler se deben devolver a la escuela en la fecha indicada anteriormente, o antes, en "buena" condición (ver más abajo). El proceso para la entrega y devolución de las togas se comunicará a los estudiantes del 12º grado. Los estudiantes no deberán devolver los birretes y las borlas. Habrá sanciones para los estudiantes del 12º grado que no devuelvan su toga para la fecha de devolución indicada en este contrato de alquiler.

**Política de Uso Aceptable:** Todas las togas de alquiler para usar durante la ceremonia de graduación se deben devolver en "buena" condición. El artículo 48904 del Código de Educación de California establece que el padre o tutor de un menor se hace responsable ante un distrito escolar por toda propiedad prestada al estudiante que fuera dañada o no fuera regresada según lo acordado. Además, el Distrito escolar está autorizado a retener las calificaciones, el diploma, y la constancia de estudios de un estudiante hasta que el estudiante o el padre / tutor pague la pérdida o daño de la propiedad escolar (toga). El Distrito escolar puede solicitar restitución si la propiedad escolar fuera dañada o perdida. Los daños a las togas de graduación pueden incluir, sin limitarse a lo siguiente: toga que ha sido cortada, enganchada, descolorida o manchada. Si se devolviera una toga de graduación en mal estado, el estudiante y / o padre serán responsables por presentar el pago total al Gerente Financiero Principal del plantel escolar. Conforme con las políticas del Distrito Unificado de L.A., la falta de devolución de una toga de alquiler o de pagar las tarifas necesarias podrán evitar que un estudiante reciba su constancia de estudios/ diploma.

He leído, entiendo, y estoy de acuerdo en cumplir los términos del Acuerdo de alquiler de togas para el uso de una toga en "alquiler" para la ceremonia de graduación. Firmar y entregar el talón a \_\_\_\_\_.

Nombre del estudiante (en letra de molde)	Firma del estudiante	Fecha
Nombre del padre, la madre o el tutor (en letra de molde)	Firma del padre, la madre o el tutor	Date





LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

[SCHOOL LETTERHEAD]  
禮服協定

親愛的家長：

洛杉磯聯合不要求學生/家長購買帽子和禮服作為參加畢業典禮的條件，因為畢業典禮被視為一項教學活動。學區將向高中畢業生免費提供「出租」禮服，供他們出席畢業典禮時穿著。您可以選擇購買一件禮服作為紀念品，或接受地區發放的「出租」禮服。「出租」禮服的質量和顏色將與供家庭購買作為紀念品的禮服其質量和顏色相同。此禮服協定將概述獲得學區發放的「出租」禮服的指南和程序。

**租借期**：禮服的租借期從 \_\_\_\_\_ 開始至 \_\_\_\_\_ 結束。

**禮服歸還**：租用的禮服必須在上述日期或之前以「良好」狀態（見下文）歸還給學校。發放和歸還禮服的流程將傳達給高年級學生。學生不必歸還帽子和流蘇。如果高年級學生未能在本租借協定中所規定的歸還日期前歸還禮服，將受到處罰。

**可接受使用政策**：所有在畢業典禮期間租用的禮服必須以「良好」狀態歸還。「加州教育法」第 48904 節規定，未成年人的家長或監護人應對借予學生的所有財產損壞或未按約定歸還的情況向學區負上責任。此外，學區有權拒絕發出學生成績、文憑和成績單，直至學生或家長/監護人支付學校財產（禮服）損失或損壞的費用為止。當學校財產受損或丟失時，學區將尋求賠償。畢業禮服的損壞可能包括但不限於被割爛、鉤壞、變色或留有污漬。如果歸還的畢業禮服狀況不佳，學生和/或家長將需負上責任向學校高級財務經理提交全額款項。根據洛杉磯聯合政策，如果學生未能歸還租借禮服或支付必要費用，可能會導致學生無法收到成績單/文憑。

我已詳閱、理解並同意遵守畢業典禮上使用「租借」禮服所附帶的帽子和禮服協定條款。簽名並將撕下部份交回給 \_\_\_\_\_。

_____	_____	_____
學生姓名（正楷）	學生簽署	日期
_____	_____	_____
家長/監護人姓名（正楷）	家長/監護人簽名	日期



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

[SCHOOL LETTERHEAD]  
졸업가운 계약서

친애하는 학부모님께,

L.A. 통합학군은 교육 활동으로 간주되는 졸업식의 참가 조건으로 학생/학부모에게 모자와 가운을 구입하도록 요구하지 않습니다. 학군은 졸업식에 사용할 가운 "대여"를 고등학교 졸업반 학생들에게 무료로 제공할 것입니다. 여러분은 기념품으로 가운을 구입하거나 학군에서 지급하는 "대여"가운을 받을 선택권을 가집니다. 이 "대여" 가운은 가족들이 기념품으로 구입할 수 있는 것과 같은 품질과 색상을 갖게 될 것입니다. 본 졸업가운 계약서에는 학군에서 지급하는 "대여" 가운을 받기 위한 지침과 절차가 명시되어 있습니다.

**대여 기간:** 가운의 대여 기간은 \_\_\_\_\_ 부터 \_\_\_\_\_ 까지입니다.

**가운 반납:** 대여 가운은 위에 표시된 날짜 이전에 "좋은" 상태로 학교에 반납해야 합니다(아래 참조). 가운의 지급과 반환 절차는 졸업반 학생들에게 전달될 것입니다. 모자와 술(tassels)은 반납하지 않아도 됩니다. 본 대여 계약서에 명시된 반납일까지 가운을 반납하지 않은 졸업반 학생에게는 위약금이 부과됩니다.

**허용 가능한 사용정책:** 졸업식에 사용하기 위해 대여된 모든 가운은 "좋은" 상태로 반납되어야 합니다. 캘리포니아 교육법 48904조에는 미성년자의 부모 또는 보호자가 학생에게 대여된, 훼손되거나 합의로 반납되지 않은 모든 학교 소유물에 대해 학군에 책임을 져야 한다고 명시되어 있습니다. 또한, 학군은 학생 또는 학부모/보호자가 학교 소유물 (가운)의 분실 또는 훼손에 대해 지불할 때까지 학생의 성적, 졸업장 및 성적표를 보류할 수 있습니다. 학군은 학교 소유물이 훼손되거나 분실되었을 때 손해배상을 청구할 것입니다. 졸업 가운의 훼손은 잘리거나 찢긴, 또는 변색이나 얼룩이 있는 가운을 포함할 수 있지만 이에 국한되지 않습니다. 졸업 가운의 상태가 좋지 않은 경우, 학생 및/또는 학부모는 학교 현장의 수석 재무 관리자에게 전액 지불을 해야 할 책임이 있습니다. L.A. 통합학군 정책에 따라 대여 가운을 반납하지 않거나 필요한 비용을 지불하지 않을 경우 성적증명서/졸업장을 받지 못할 수 있습니다.

졸업식을 위해 "대여" 가운을 사용하기 위한 캡 앤 가운 합의 조항을 읽고, 이해하며, 준수하는데 동의합니다. 계약서 하단에 서명하신 후 \_\_\_\_\_로 보내 주십시오.

_____	_____	_____
학생 이름 (정자)	학생 서명	날짜
_____	_____	_____
학부모/보호자 이름 (정자)	학부모/보호자 서명	날짜

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**Vendor Contact Information**

Schools will contact the Herff Jones representative for information about their order of graduation caps, tassels, and gowns. Additional contacts are listed below should further assistance be necessary.

<b>Primary Contact</b>	Herff Jones Support Center <a href="mailto:lausdorders@herffjones.com">lausdorders@herffjones.com</a> Phone: (866) 238-5336
<b>Secondary Contact</b>	Noah De Corsi Sales Representative Email: <a href="mailto:ndecorsi@herffjones.com">ndecorsi@herffjones.com</a> , Phone: (818) 746-7782
<b>Additional Contact</b>	Lee Tousignant Director, Customer Success Email: <a href="mailto:lttousignant@herffjones.com">lttousignant@herffjones.com</a>

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**Procedures for the Collection of Gown Measurement Information**

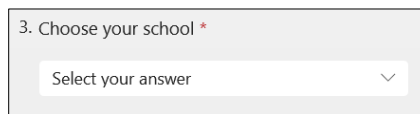
**Student gown measurement information will be collected from parents/guardians/educational rights holders using the following link:**

<https://herff.ly/LAUSDcapgownmeasurement2026>

**Procedures:** Schools will provide parents with the following link:

<https://herff.ly/LAUSDcapgownmeasurement2026>

1. The parent will respond to the following statement: “As the parent/guardian of the student, I authorize the release of my student’s information on this form to Herff Jones. I understand that this information will only be used to provide cap and gown services for my student.” Schools will follow up with parents to obtain student measurement information if not submitted online.
2. The parent will indicate their preference to rent or purchase.
3. The parent will use the search field to select the school’s name:



3. Choose your school \*

Select your answer ▼

**Note: School personnel must inform parents of the official school name which should be selected when searching for their school site.** The use of an incorrect school name will cause errors in school orders. For schools with multiple location codes on one campus, school personnel should also inform parents on which school name to select. For example, schools wishing to place one unified order for their school should tell parents to select the general high school name instead of the magnet name.

4. Parent will enter the following required information:
  - a. Graduation Year: 2026 or Summer 2026
  - b. Student First Name
  - c. Student Last Name
  - d. Height (feet, inches)
  - e. Weight
5. Parent should review entries then click Submit.

**Faculty gown measurement information will be collected in the following manner:**

School site will create a list with name, height, and weight for participating faculty using the [LAUSD Faculty Regalia Measurement Form](#).



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

HERFF JONES CAP & GOWN DIVISION  
An employee-owned company

**UNUSED MERCHANDISE RECORD OF RETURN & REQUEST FOR CREDIT**  
Credit cannot be issued on returned merchandise unless returned with this completed form.

[For fillable PDF version, click here](#)

Return Date: \_\_\_\_\_ # of Cartons: \_\_\_\_\_ Via: \_\_\_\_\_  
Chargeback #: \_\_\_\_\_ Invoice #: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Notes: \_\_\_\_\_

Herff Jones Order Number: \_\_\_\_\_ Customer Number: \_\_\_\_\_  
Customer Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip Code \_\_\_\_\_

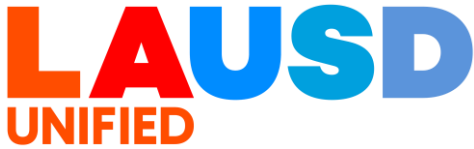
ITEM	QTY	PRICE*	QTY RETD	QTY RETD x PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Enclose a copy In Return Carton.  
Retain For Your Records

SEND CLASSKEEPER™ &  
ARCOLA PLANT ACCESSORY  
RETURNS TO:  
**Herff Jones Cap & G  
own Division**  
**901 Bob King Drive**  
**Arcola, IL 61910-1905**  
QUESTIONS: Call (800) 553-3737

\*PRICE = PRICE SHOWN ON  
INVOICE/ACKNOWLEDGMENT

Enclose a copy of this  
form in carton with  
merchandise (make copies  
if more than one carton).



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

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**Returning Graduation Attire**



Los Angeles Unified School District  
Los Angeles, CA

Re: Returning Graduation Attire "Essential Gown"

Dear Sir/Madam:

We appreciate the opportunity to provide your graduate apparel for your graduating seniors. Listed below are the simple return instructions for your caps and gowns.

1. **Cartons must be taped close for pick-up.**
2. **Count the amount of return cartons.**
3. **Call or e-mail FlatWorld for pick-up at (636) 265-3745 or [herffjones@flatworldgs.com](mailto:herffjones@flatworldgs.com).**
  - a) **Provide them a carton count (reference "Essential Gowns")**
  - b) **They will send return labels for the cartons**
  - c) **Let them know when the carton(s) are available for pick-up**
4. **All freight charges will be paid by Herff Jones.**

If you have any questions, please contact your Herff Jones Representative.

Best regards,

Herff Jones Cap and Gown Division

HERFF JONES.

800.553.3737// 901 Bob King Dr.// Arcola, IL 61910

BY YOUR SIDE.