January 3, 2020

Dear Parent or Guardian:

If all academic requirements have been met, your son or daughter will be eligible for graduation this year. Please indicate below how you would like his or her name to appear on the diploma. Students must use their legal last names. It is your option whether or not to include a middle name or middle initial. First names can be their legal first names or the first name your child usually goes by. For example, someone named Joseph who is usually called Joey.

Return the completed form to your child’s homeroom teacher no later than January 24th as the diplomas need to be ordered and printed. Forms will not be accepted without a parent’s signature. Thank you for your attention to this matter.

Sincerely,

Mrs. Karen Smith

PLEASE PRINT

FIRST NAME ______________ MIDDLE NAME ______________ LAST NAME ______________
OR INITIAL (only if you wish it to appear)

PARENT/GUARDIAN SIGNATURE