Diploma Form

To: Parents and Guardians of Seniors

From: Mr. Pete Beck, Senior Class Advisor

To ensure that your student's name is printed correctly on their diploma, it is imperative that we obtain the EXACT NAME of each senior.

Parents - please make sure you print your child's name exactly the way you would like it to appear on their diploma, and return this completed form to the Principal's Office by October 20, 2023.

**Diplomas for students who do not return this form will be printed with their name as it appears in PowerSchool. Any corrections to these diplomas will be at the student's expense.

Please make sure of the following:

Accent Mark - If your child has an accent mark above a letter - Please insert the mark above the letter and circle it.

Names with Capitals/Lowercases - If your child's name has a capital followed by a lowercase (for example)   McDonough, McClellan - please capitalize and lowercase clearly.

Names with Spaces in them - If there is supposed to be a space in your child's last name (for example) Mc Avoy, Mc Donald - please clearly put a spacer in and circle it. For example: Mc_Avoy.

Please <u>Print</u> Clearly using upper & lower case, accent marks, and spaces where appropriate!

First Name	**Middle Name**	**Last Name**

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Signature of Parent/Guardian   **Date**