

HOLY CROSS HIGH SCHOOL

MEMORANDUM

TO: All Senior Students/Parents/Guardians

FROM: Mr. Dennis Guida, Principal

RE: Diploma Information

Please *type or print legibly* your name exactly as you wish it to appear on your diploma – NO nicknames please! It is recommended that you type your name as it appears on your birth certificate.

Any scribble/changes/cross outs will not be accepted. Please complete a new form if you have any changes.

FIRST

MIDDLE

LAST

Please return COMPLETED form to Mrs. Barbara Anstey, Guidance Office, **by December 1.**

It is very important to return this form promptly as it will take at least 3 months for the diploma order to be completed and mailed back to the school, and if there are any mistakes, another few months for corrections. We ask for a parent/guardian signature to confirm that they are aware of your choice of name to appear on your diploma.

Please remember that your diploma is required when applying to the military service, job applications and continued education in schools and universities.

Thank you for your cooperation.

Student's Signature

Parent/Guardian Signature