



March 13, 2025

Dear Eighth Grade Families

As difficult as it may be to believe, it is time for us to prepare our graduation diplomas.

Please take a moment to print your child's name **exactly as you wish it to appear on his/her diploma**. Your child's name will appear exactly as you submit it on this form.

We ask that this form be returned no later than Monday, March 24.

We tell the students because the diploma is a legal document, their names should appear as their full, proper, given name. We will, however, respect your wishes with regard to how the name is printed.

Thank you,

Ms. Paula Daly
Assistant Head of School, Preparatory Division

On the line below, please **PRINT** your child's name **exactly** as you wish it to be printed on your child's diploma. Use capital and lowercase letters as appropriate. Please use first, middle (if any), and last name. ***Unless you tell us differently, this is how the name will be read at graduation.***

(parent/guardian signature)