

DIPLOMA NAME VERIFICATION

Dear Senior Parent(s),

We hope this email finds you well. It may be hard to believe, but graduation season is just around the corner! As part of our preparations, we kindly request your assistance in verifying the accuracy of your senior student's name as it appears in our system.

To ensure that your student's name is correctly displayed on their diploma, please take a moment to carefully review the spelling, punctuation, and capitalization provided below:

Student's Name as it appears in our system

If there are any necessary updates or modifications to the name we have on record or if you prefer a specific format for how your student's name should appear on their diploma, please provide us with the revised name by printing it exactly as you wish it to be displayed below: **Nicknames are not permitted.**

[Print revised student's name here] _____

Please note that any changes made at this stage will be reflected on official graduation documents. Therefore, we kindly ask you to double-check all details for accuracy. Please return this paper to Mrs. Schmidt (front office) no later than January 4, 2027

To finalize the process, we kindly request that you sign below to indicate your consent and agreement with the chosen name. This will ensure accurate and timely preparation of the diploma.

Parent Signature

Student Signature

Should you have any questions or concerns regarding this matter, feel free to reach out to our administrative office at 301-725-3228 ext. 2201. We are here to assist you and ensure a smooth graduation experience for your senior student.

Thank you for your attention and prompt cooperation in this matter.