

BROOKS MIIDDLE SCHOOL
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Harvey, IL 60426
Robert Rizzo, Principal
RaShone Franklin, Assistant Principal
Curtis Young, Assistant Principal

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DIPLOMA INFORMATION REQUEST

January 04, 2021

Dear Parents/Guardians,

It is almost Graduation time for our 8th grade students. Graduation will be on Wednesday, May 27, 2019 at 6:00PM. This is your opportunity to let us know how you would like your child's name to be presented on his/her diploma. You may include a middle name, initial or a sir title. It is mandatory that we have the Legal Name from a copy of your child's birth certificate to use on his/her diploma. If a birth certificate is not submitted by the due date with this form, this form will be used for reference to the spelling of the student's name. If we do not receive either form or birth certificate, only the first and last name will be presented on the diploma. It is very important that the parent/guardian fill out this form to be sure the information presented is legible and correct. We ask that you **PRINT** legibly and use black or blue ink only to fill out this form. **No corrections can be made after the diploma has been printed. There will be a charge for any re-print of the diploma.** Please attach a copy of your child's /children's birth certificate with this form and return it to the main office before Monday, January11, 2021. Thank you for your timeliness in this important matter.

Student's First Name

Middle Name

Last Name

Please sign below to verify that the above name is legal and correct.

Parent/Guardian Signature

Date

Phone Number