

September 17, 2009

Dear Parents and Seniors:

It may be hard to believe that graduation is only a few short months away! Because the time is so short and so much needs to be done before then, we have enclosed a checklist for you to use throughout this year so you do not miss any important deadlines.

It is imperative that you read the checklist carefully; it lists your responsibilities regarding this important milestone in your lives! We do not want you to be disappointed at graduation because your student missed out on something (i.e. announcements, recognition, etc.).

Now is the time for the academic office to order diplomas. However, we need to have your student's **formal given name**, as it is to appear on his/her diploma. This should include "Jr.", "III", commas, etc. **Please take a moment right now** to complete the bottom of this letter and return it to me in the enclosed self-addressed envelope by **Friday, October 2.**

Thank you for your prompt response. If you have any questions, please do not hesitate to contact me at 330-929-0575 ext. 234. I hope you and your senior have a great year!

Because of Him,

Jeanie Micale  
Administrative Assistant to the Headmaster

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Please **PRINT** (clearly) your student's **FORMAL NAME**, using upper and lower case, as it is to appear on their diploma, including any punctuation. Please return to **Mrs. Jeanie Micale in the Academic Office by Friday, October 2.**

FIRST NAME                      MIDDLE NAME                      LAST NAME                      JR., III, ECT.

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(Parent Signature)