

PLEASE READ AND RETURN THIS SHEET TO MRS. FALBO IN THE MAIN OFFICE, ALONG WITH YOUR CHECK FOR \$35.00, WHICH COVERS THE COST OF YOUR CAP AND GOWN

TO: The Graduating Class of 2015
From: Mrs. Bourg, Principals' Office
Re: Diploma/Cap and Gown Information
Date: January 7, 2015

It's time to order diplomas for **Commencement**, and we need your assistance. Please **PRINT** your name in the space provided below exactly as you want it to appear on your diploma. Most people use their full name (first, middle, last). **No nicknames**. This is an official document. We want to ensure that the spelling is correct, so please **print neatly**.

We also need to order a **cap and gown** for you for Commencement. Please complete the bottom of this form with your height and weight. There will be a charge of **\$35.00** for your cap and gown. Checks should be made payable to **PTSD**. Please attach your check to this form when you turn it in. You may pay with cash if you wish, but please hand it to a secretary in the Principals' Office.

This form must be returned to Mrs. Falbo in the Principals' Office **no later than Friday, January 23, 2015, as the diploma, cap and gown orders will be placed the week of January 26, 2015.**

If you have any questions, please stop in the Main Office and speak with Mrs. Bourg. Thank you.

PRINT YOUR NAME BELOW AS IT SHOULD APPEAR ON YOUR DIPLOMA

PLEASE INCLUDE YOUR HEIGHT AND WEIGHT INFORMATION BELOW: YOU WANT YOUR GOWN TO FIT PROPERLY, SO PLEASE BE ACCURATE. HATS ARE ADJUSTABLE.

Height _____

Weight _____