ST. MARY'S PREPARATORY

3535 COMMERCE RD. ✣ ORCHARD LAKE, MI ✣ 248-683-0530

www.stmarysprep.com

Dear Senior,

This is a request for diploma information. You are less than 3 months away from Graduation. **It is in your best interest to have your full legal name printed on your diploma**. The name that appears on your high school diploma should be the same name that appears on your other identification, such as your birth certificate, driver's license, and passport. If you do not wish to have your middle name printed on your diploma at least use your middle initial.

We are also asking you to indicate below how you would like your name printed in the Baccalaureate Mass & Commencement booklet and how you would like your name read during Commencement. Please fill out the information below and return to Ms. Kosco in the Prep office ASAP. Please do not write your name in all capital letters.

This is how I would like my name printed on my diploma:

_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix

This is how I would like my name printed in the Baccalaureate Mass & Commencement booklets or mark this box if same as above: ☐

_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix

This is the City and State (and Country if international student) where I live which will be printed in the Baccalaureate Mass & Commencement booklets:

_____

City, State (and Country if international student)

This is how I would like my name read during Commencement (please write last name phonetically if it has ever been pronounced incorrectly):

_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix