

Diplomas and Certificates of Completion Order Blank

Teacher _____ School _____

____ We do not need any diplomas this year.

_____ Date of graduation

Note: Print names clearly and in CAPS. Be sure to indicate diploma or certificate**.

Check the last column if you are ordering the diploma covers.

DIPLOMAS are issued to students who are satisfactorily completing the eighth grade

****CERTIFICATES OF COMPLETION** are issued when grades are not satisfactory but promotion is granted. (When in doubt, contact your principal or superintendent.)

NAME (First, Middle, Last) Diploma Certificate Diploma Cover

Prepare duplicate copy for your records.