



## Diploma Request Form

Print neatly. Include this form with student's final end-of-year reporting. Allow 8 weeks for delivery.

Today's Date	Student's Name - as it will appear on diploma

Graduation Date - as it will appear on diploma	Date Diploma is needed - ceremony/event date

Parent's Signature	Parent's Printed Name
Mailing Address	Parent's Email

Diplomas are mailed after final reporting is received and graduation is verified. Diplomas will be shipped via USPS Priority mail only. Diplomas are not sent via Express or Overnight mail. Final grade reports are expected to be on file *before* the diploma is mailed. Parents should take into consideration the processing time as well as the shipping time when planning events. Parents need to submit final reports well in advance of any scheduled events.

Mail to:

Crossroads Christian School

PO Box 295

Crestview, Florida 32536