

2023 DIPLOMA NAME FORM



Please **TYPE** your **LEGAL** name in the space below exactly as it should appear on your diploma. Do not use any abbreviations or nicknames. Please use upper and lowercase letters. Return completed form to Ms. Satchell at satchellk@leonschools.net via email by the end of the school day, **Friday, September 30, 2022.**

Example: **John Da'Jay Lee Doe-Smith, Jr.**

First Name: **John**

Middle Name: **Da'Jay Lee**

Last Name: **Doe-Smith**

Suffix: **Jr.**

First Name: _____

Middle Name: _____

Last Name: _____

Suffix: _____

By signing below, I authorize James S. Rickards High School to place the Diploma Name listed above on my diploma.

Parent Signature

Date

There is a \$20.00 replacement fee for diplomas that require name correction, unless the error was made by a school personnel.