

December 1, 2011

RE: **DIPLoma REQUESTS FOR THE CLASS OF 2012**

Dear Parents/Guardians of the Class of 2012,

In preparation for graduation and the ordering of diplomas, please use the form *on the reverse side of this letter* to indicate the name of your child, as you would like it to appear on his/her diploma. Please return your form to Mrs. Florence Walter in Guidance West by **Thursday, January 12th, 2012.** You may also mail your form to:

Mrs. Florence Walter
Huntington High School
Guidance West
Oakwood & McKay Roads
Huntington, NY 11743

IMPORTANT NOTE: Due to deadlines set by our printing company, if we do not receive your form by **January 12th**, your child's diploma will be printed as their name appears in our student management system. Thank you for your cooperation.

Should you have any questions, please feel free to contact me. I may be reached at (631) 673-2101.

Sincerely,

Kitty Klein
District Director of Guidance, K-12

(see page 2)



HUNTINGTON HIGH SCHOOL DIPLOMA REQUEST FORM

CLASS OF 2012

Please print clearly

FIRST NAME	MIDDLE INITIAL (OPTIONAL)	LAST NAME	SUFFIX (i.e. Jr., II, III) (OPTIONAL)
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PARENT/GUARDIAN SIGNATURE: _____

DATE: _____