

**Crossroads**  
**Christian School**  
 PO Box 295 / Crestview / FL 32536

**Diploma Request  
 Form**

Print neatly. Diplomas may be requested at the beginning of the graduating school year or anytime up to eight weeks prior to the graduation event or ceremony (or when diploma is desired).

<b>Today's Date</b>	<b>Student's Name - as it will appear on diploma</b>

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

<b>Has student's final report been submitted?</b>	<b>If not, when will it be submitted?</b>

<b>Parent's Signature</b>	<b>Parent's Printed Name</b>
<b>Mailing Address</b>	<b>Parent's Email</b>

Diplomas are mailed within two weeks of the event date or date diploma is needed. It 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. If a first semester report was filed and an event is occurring earlier than the final day of school, an exception may be made. Contact the school for approval. Parents may submit this request at any time; however, requests need to be made within 8 weeks of event date or date diploma is needed. For an exception, contact the school.

Mail to:

Crossroads Christian School

PO Box 295

Crestview, Florida 32536