

SAINT FRANCES ACADEMY
WWW.SFACADEMY.ORG
501 E. CHASE STREET, BALTIMORE, MD
PHONE (410) 539-5794 FAX (410) 685-2650



21202

DIPLOMA REQUEST FORM ST. FRANCES ACADEMY ALUMNI

Once all financial obligations to the school have been met and the date of graduation verified, you will be notified and instructed by the Guidance Office regarding how to place your own order. After placing your order, allow 3 – 6 weeks to process the diploma, unless an expedited service is used.

Diplomas will be mailed directly to your home after you place the order.

TODAY'S DATE	DATE OF GRADUATION
STUDENT NAME	EMAIL ADDRESS
PHONE NUMBER	MAILING ADDRESS

GRADUATION DATE VERIFIED: _____

SIGNATURE OF OFFICIAL: _____ DATE: _____

TUITION HAS BEEN PAID _____ (check here if paid).

TUITION HAS NOT BEEN PAID _____ AMOUNT OWED TO THE SCHOOL: _____

TUITION DIRECTOR SIGNATURE _____ DATE: _____

GRADUATE RECEIVED ORDERING INSTRUCTIONS _____

SIGNATURE OF OFFICIAL: _____ DATE: _____