



INCARNATE WORD ACADEMY

Diploma Request Form

To order your diploma you may email a copy of this form to the registrar at mholik@incarnateword.org with payment confirmation from our website, link <https://bngn.blackbaud.school/?id=gguxxckmjyv#/home/>, or sign and send this form with payment to: *Incarnate Word Academy • 609 Crawford Street • Houston, TX 77002 • Attn: Registrar*

Diploma requests must be accompanied by a check made payable to Incarnate Word Academy, or proof of online payment. The cost is \$60.00 per diploma. All financial obligations to Incarnate Word Academy must be met before official diplomas will be released. Diploma orders can take 6-8 weeks.

Student Information

Name (under which you were enrolled): _____
First Middle Last

Current Name (if different from above): _____
First Middle Last

Current Mailing Address:

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____

Diploma Request

____ Please send ____ copies of my diploma directly to me at the address provided above.

____ Upon notification, I will pick up ____ copies of my diploma from Incarnate Word Academy.

Date

Payment Authorizing Signature

____ Total payment enclosed or paid online (total number of copies * \$60.00 *per* diploma)

SIGNATURE

DATE

FOR OFFICE USE ONLY

The appropriate representatives must initial and date when completed:

Receptionist/Date

Business Manager/Date

Admin Asst/Date

Guidance Counselor/Date