

CALVERT COUNTY PUBLIC SCHOOLS
GRADUATION REGALIA APPROVAL REQUEST FORM

Submit this form and a clear photograph of the requested regalia to the principal by the school-established deadline.

APPROVAL STANDARDS

- Stoles, cords, and medals worn at graduation shall reflect school-based leadership, academic recognitions and/or honors, or recognition as a military-connected student.
- Only school system-approved stoles, cords, medals, and other recognition regalia may be worn as part of graduation attire.

STEP 1: REQUESTOR SUBMISSION

Student/Requestor Name:	
Student ID (if applicable)	
School:	
Graduation Year:	
Email/Phone:	
Date Submitted:	

Type of Regalia Requested: ☐ Stole ☐ Cord ☐ Medal ☐ Other: _____

Name and description of the regalia:	
Organization, honor, recognition, or affiliation represented:	

Explain how the request reflects school-based leadership, academic recognition/honors, or military-connected student recognition:

Required attachment: ☐ Clear photograph or image of the requested regalia is attached

Requestor Signature: _____ **Date:** _____

STEP 2: PRINCIPAL REVIEW AND RECOMMENDATION

Principal determination: ☐ Recommend Approval ☐ Do Not Recommend Approval

Criteria review: ☐ Eligible recognition category ☐ Appropriate for graduation attire ☐ Photograph reviewed

Comments/conditions or reasons if not recommended:

Principal Name/Signature: _____ **Date:** _____

If recommended, the principal forwards the complete request, including the photograph, to the Executive Director of Secondary Schools.

STEP 3: DISTRICT REVIEW AND FINAL APPROVAL

Executive Director of Secondary Schools: ☐ Recommend Approval ☐ Do Not Recommend Approval

Comments:

Executive Director Name/Signature: _____ **Date:** _____

Superintendent Final Decision: ☐ Approved ☐ Denied

Superintendent Signature: _____ **Date:** _____

Final notification sent to principal: ☐ Yes **Date:** _____ **By:** _____