Attachment A, Supts Memo No. 074-18

March 30, 2018

**COMMONWEALTH OF VIRGINIA**DEPARTMENT OF EDUCATION

**P. O. BOX 2120**

**RICHMOND, VIRGINIA 23218-2120**

# Class of 2018DIPLOMA SEAL REQUEST FORM

(PLEASE TYPE OR PRINT) Start of form

SCHOOL DIVISION:

CENTRAL OFFICE CONTACT:

**SHIPPING ADDRESS**

(PLEASE NO P.O. Box):

CITY, STATE, ZIP CODE:

AREA CODE, TELEPHONE:

E-MAIL ADDRESS:

**TYPE OF SEAL - Number Seals Needed:** (Seals should be placed in the lower left quarter of the diploma.)

Governor’s Seal:

Board of Education Seal:

Board of Education’s Career and Technical Education Seal:

Board of Education’s Seal of Advanced Mathematics and Technology:

Board of Education’s Seal for Excellence in Civics Education:

Board of Education’s Seal for Biliteracy (New in 2016):

**IN HANDS DATE NEEDED:**

Signature of Division Superintendent:

End of form

**PLEASE EMAIL your request before May 1, 2018 to:**

**Bamboo Ink**

*(formerly known as James River Press)*

Contact Brooke or Bob Rhodes

Telephone: 804-230-4515

brooke@bambooink.com

Questions or concerns? Please email Misty Kiser at

misty.kiser@doe.virginia.gov