



MEMORANDUM

TO: LMC FACULTY AND STAFF
FROM: COMMENCEMENT COMMITTEE
DATE: FEBRUARY 27, 2017
SUBJECT: GRADUATION OF FAMILY MEMBERS

IF YOU HAVE AN IMMEDIATE FAMILY MEMBER GRADUATING THIS MAY AND WOULD LIKE TO PRESENT HIS OR HER DIPLOMA, PLEASE COMPLETE THE FORM BELOW. RETURN COMPLETED FORM TO JESSICA MEDINA-HARGAN BY FRIDAY MARCH 24TH. **PLEASE NOTE, LATE REQUESTS WILL NOT BE ACCEPTED.**

EMPLOYEES WHO SUBMIT COMPLETED FORMS WILL BE SEATED ON STAGE DURING THE COMMENCEMENT CEREMONY. FOR THIS REASON, ANY PARTICIPATING EMPLOYEES WHO DO NOT HAVE REGALIA WILL NEED TO CONTACT MEGAN DENT, ASSISTANT BOOKSTORE MANAGER, TO HAVE MEASUREMENTS TAKEN SO THAT REGALIA CAN BE ORDERED. MEASUREMENTS MUST BE PLACED BY MARCH 31ST.

(RETURN THIS PORTION TO JESSICA MEDINA-HARGAN)

I HAVE AN IMMEDIATE FAMILY MEMBER WHO WILL BE GRADUATING ON MAY 7, 2017, AND I WOULD LIKE TO PARTICIPATE IN THE COMMENCEMENT CEREMONY.

FULL NAME OF GRADUATE: _____

THE GRADUATE IS MY:

SON _____ DAUGHTER _____ SPOUSE _____

SISTER _____ BROTHER _____ FATHER/MOTHER _____

EMPLOYEE NAME: _____

E-MAIL: _____ EXTENSION: _____