

[INSERT DATE HERE]

Dear Ms. Longano (Summer School Guidance Counselor),

I hereby authorize my parents, **FILL IN YOUR PARENTS' NAMES HERE**, to pick up my diploma on my behalf, as I am unable to come to The Bronx High School of Science in person to pick up my June 2019 diploma due to travel, prior commitments, and/or my work schedule.

Now that I have reached the age of majority (18 years old), I understand that you, my guidance counselor, need a signed note on file authorizing my parents to pick up my diploma on my behalf, since the diploma itself is a legal document. Therefore, let this letter serve as my written consent to allow my parents to pick up my diploma on my behalf.

Sincerely yours,

[SIGN THE LETTER HERE]

**[TYPE IN STUDENT FIRST NAME, LAST NAME
COMPLETE MAILING ADDRESS
HOME PHONE NUMBER
CELL PHONE NUMBER
OFFICIAL CLASS NUMBER
OSIS #:**

**NAME OF GUIDANCE COUNSELOR DURING 2018-2019 ACADEMIC
YEAR]**