



### TRANSCRIPT & DIPLOMA REQUEST FORM

#### **ID REQUIRED FOR ALL PARTIES**

Date of Request: \_\_\_\_\_ Last Year Attended: \_\_\_\_\_

Requested by: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(while enrolled in school)

Last School Attended: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

#### **Please Check Transcripts or Diploma Needed:**

Diploma (Copy) \_\_\_\_\_ Diploma (Original, if never pick up) \_\_\_\_\_

Official sealed (for college, etc., Has signature and school stamp, is in a sealed envelope) \_\_\_\_\_

Unofficial (personal use, no signature or school stamp) \_\_\_\_\_

\_\_\_\_\_  
Student Signature (if student is over 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
If student over 18, name of person picking up documents

\_\_\_\_\_  
Parent Signature (if student is under 18)

\_\_\_\_\_  
Date

Or Signature of Individual Approved by Student for pick up

Mail to: \_\_\_\_\_

(NOTE: If you are requesting an original diploma to be mailed, please be aware that if the original diploma is lost, stolen, or never received by mail, a replacement CANNOT be made.)

Email to: \_\_\_\_\_

Fax to: \_\_\_\_\_

Walk In: \_\_\_\_\_

**ID REQUIRED FOR ALL PARTIES** Your request will be processed within 2 working day