

JACK YATES HIGH SCHOOL

DIPLOMA ORDER FORM

PRINT YOUR NAME EXACTLY AS IT APPEARS ON YOUR BIRTH CERTIFICATE

EXAMPLE: Lisa Ann Doe

If you have no middle name, put a dash. **DO NOT USE NICKNAMES, PREFERRED NAMES OR INITIALS!** Be sure to add Jr. or II, etc. if needed. Be clear about your last name; for EXAMPLE, McDonald or Mcdonald, DeLeon or Deleon. Make sure to proofread your response for correct spelling.

The cost for reordering a diploma is \$40. Once payment is received, your diploma will be ordered, and the expected delivery time is 6-8 weeks.

First Name _____ Middle Name _____ Last Name _____

Date of Birth _____ Student ID# _____

Graduation Date: _____ (if exact date is unknown provide graduation year)

Home Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Receipt of your diploma will require a photo ID and signature.

*** If a student is 18 years old or older, ONLY the student can consent to the release of their records (FERPA of 1974) ***
Please indicate the first and last name of another individual that has right of access to your records. Release of diploma will require a photo ID and signature.

1. _____

2. _____

In office use only:

- ☐ Confirmed graduation date via official AAR
- ☐ Payment (\$40) received
- ☐ Diploma reorder completed on _____ (date) or attached copy of reorder receipt from diploma portal.
- ☐ Diploma received and student contacted for pick-up on _____ (date)