

Duplicate Diploma Request Form

Mt. Pleasant High School



Today's date: _____

Legal name used while attending high school

Name: _____
First
Middle
Last

D.O.B _____ ID# (if known) _____

CLASS of: _____ Date of Graduation: (mm/dd/yr) _____

Contact Phone# _____ EMAIL: _____

A copy of your photo ID must accompany this form. (Request will not be processed without identification) Processing time may be 60 days.

\$40.00 fee: check or money order Payable to: Mt. Pleasant High School, Processing time may be 60 days.

\$75.00 fee: check or money order Payable to: Mt. Pleasant High School, Processing time may be 10 days.

<input type="checkbox"/> I will <i>pick up</i> my diploma	<input type="checkbox"/> I want my diploma <i>mailed</i> :
	<p style="text-align: center;">YOU MUST PROVIDE A COMPLETE ADDRESS. IF YOU DON'T PROVIDE A COMPLETE ADDRESS, YOUR REQUEST WILL NOT BE PROCESSED.</p> <p>Address</p> <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/>

FOR OFFICE USE ONLY:

Date paid _____ (attach receipt)

Graduation Verified by: _____

Date of Pick up: _____

Date of Order / by: _____

Signature: _____

Date Mail/ by: _____