
For Diploma Pick-up Only

(To be completed when diplomas are ready for pick-up by student or approved representative.)

Students will be contacted by mail when diplomas are ready – allow at least 8 – 10 weeks after graduation unless notified by the school.

DIPLOMA RECORD

Diploma received by student/representative: _____

Please print name of person picking up diploma: _____

Signature of student/representative _____ Date _____

TO BE COMPLETED BY RECORDER'S OFFICE

Record of Diploma Mailing

Mailed to address: _____

Phone number of student: _____

Certified mailing number: _____

Date mailed: _____ Sent by: _____
