

REQUEST FOR REPLACEMENT DIPLOMA

PLEASE NOTE: A copy of your transcript will indicate your graduation date if you need proof of graduation. Students wanting a replacement diploma certificate and/or diploma cover need to provide Dayton Public Schools with the following information:

- Name while in school and your current last name (if different from in school)
- Name of school from which you graduated
- Date or year of graduation
- Date of birth
- Your home address (your diploma will be mailed directly to you)
- Your telephone number
- Copy of your photo I.D. that includes your signature
- Sign your request

COST: Diploma Certificate: \$30.16
Diploma Certificate and Cover*: \$46.79

***You will receive each item separately, as they come from different Jostens' facilities.**

PAYMENT: Payment must be in the form of a money order made out to Jostens.

RECEIPT OF DIPLOMA: Jostens will ship your diploma directly to your home address by UPS.

*****Jostens will mail your diploma in 4-6 weeks upon receipt of your order *****

Send your request and money order to: ATTN: Replacement Diploma Request
Student Enrollment Center
Dayton Public Schools
115 S. Ludlow Street
Dayton, OH 45402-1812

(Keep top portion for your records. Mail the form below.)



REQUEST FOR REPLACEMENT DIPLOMA

Date: _____

Student Name: _____

Married Name (if applicable) _____ Date of Birth: _____

Mailing Address: _____
Street Address Apt. # City State Zip

Telephone Number: _____ Graduation Date: _____
Month Day Year

School: _____

Circle One: Diploma Certificate (\$30.16) Diploma Certificate & Cover (\$46.79)

I understand this order will be shipped by UPS to the above address.

Signature: _____

Office Use Only

Records Verification _____
Date Sent to Jostens _____

Money Order # _____
Date Money Order Rcvd _____