

REQUEST FOR DUPLICATE DIPLOMA

Our office will verify your graduation date and provide you with a reorder form. The student must then mail the reorder form, along with payment, to an outside vendor. Processing time for duplicate diploma orders from the vendor is approximately 4-6 weeks. Price and mailing address will be included on the reorder form

DATE _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____ / _____ / _____
MONTH DAY YEAR

NAME _____
FIRST MIDDLE LAST

LAST NAME WHILE ENROLLED (if different) _____

ADDRESS _____ PHONE # _____

CITY _____ STATE _____ ZIP CODE _____

YEAR OF GRADUATION: _____

I WILL PICK REORDER FORM UP

PLEASE MAIL REORDER FORM TO: _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE

Please mail, hand deliver, email or fax form with copy of photo ID to:

The Office of the Registrar- Diploma Reorder
L.C. Anderson High School
8403 Mesa Drive
Austin, TX 78759
Fax: 512-841-1644
Christy.potts@austinisd.org

Please allow 2 business days for processing.

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