HOW TO OBTAIN A DUPLICATE DIPLOMA

OBTAIN AN OFFICIAL TRANSCRIPT

COMPLETE THE TRANSCRIPT REQUEST FORM. EMAIL THE COMPLETED FORM TO **ldiaz@eduhsd.k12.ca.us.** YOUR OFFICIAL TRANSCRIPT WILL BE E-MAILED BACK TO YOU FROM UNION MINE'S REGISTRAR - PROCEED TO STEP 2.

COMPLETE THE DIPLOMA REPLACEMENT FORM

COMPLETE ALL THE REQUIRED INFORMATION ON THE FORM. THE TYPICAL TURN AROUND TIME IS 6 WEEKS AND RUSH IS AVAILALBE FOR AN ADDITIONAL CHARGE.

GATHER ITEMS

MAIL YOUR OFFICIAL TRANSCRIPTS, COMPLETED DIPLOMA REPLACEMENT FORM AND $45 (CHECK OR MONEY ORDER ONLY). INCLUDE ADDITIONAL RUSH FEES IF NECESSARY.

MAIL

HERFF JONES ATTN : DIPLOMA CUSTOMER SERVICE
4601 WEST 62ND STREET
iNDIANAPOLIS, IN 46268

QUESTIONS

ANY QUESTIONS OR CONCERNS CALL HERFF JONES AT 1-800-635-5670