



Orange County Department of Education  
Alternative, Community, and Correctional Education Schools and Services  
Attendance and Records Center  
Mailing address: PO Box 9050, Costa Mesa, CA 92628-9050  
Pick up/Physical address: 601 S. Lewis Street, Orange, CA 92868  
Office (714) 547-9972 Fax (714) 547-2344  
Email: accesstranscripts@ocde.us

# DIPLOMA RE-ORDER

## STUDENT/PARENT REQUEST FORM FOR DIPLOMA RE-ORDER ONLY

For diploma approval, teacher must complete a "Diploma Request" form

**Please fill out completely and return to ACCESS Attendance and Records Office.**

Diploma may only be picked up by parent(s)/ legal guardian(s) or student (If over 18). This form to be filled out by student, parent/legal guardian only. *Not for school/teacher use.*

DATE: \_\_\_\_\_

STUDENT'S NAME (while attending): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

YEAR GRADUATED: \_\_\_\_\_ SCHOOL SITE OR CITY ATTENDED: \_\_\_\_\_

(Street name/cross street)

TEACHER'S NAME (if possible): \_\_\_\_\_

REQUESTER'S NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Parent/Legal Guardian/Student

### REASON FOR REQUEST:

☐ LOST ORIGINAL DIPLOMA

☐ NEVER RECEIVED DIPLOMA

☐ NEED COPY OF DIPLOMA

### PLEASE CHECK ONE:

☐ MAIL DIPLOMA (10-12 BUSINESS DAYS FOR PROCESSING)

☐ PICK UP DIPLOMA (7-10 BUSINESS DAYS FOR PROCESSING)

You will be called when your diploma is ready for pick up. **If diploma is not picked up from our office within 5 business days of call, it will be mailed to the above address.**

### ATTENDANCE AND RECORDS OFFICE USE ONLY (MUST BE COMPLETED):

STUDENT'S LOCATION IN COMPUTER SYSTEM: YEAR \_\_\_\_\_ SCHOOL CODE \_\_\_\_\_ STUDENT # \_\_\_\_\_

IF NOT IN COMPUTER SYSTEM PLEASE INDICATE LOCATION: \_\_\_\_\_

COMPLETE TRANSCRIPT: ☐ Yes ☐ No

GRAD CHECK: ☐ Yes ☐ No

PROGRAM DATA TECHNICIAN INITIALS: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_

DATE MAILED: \_\_\_\_\_

PERSON PICKING UP: \_\_\_\_\_

Print Name

Signature

Relationship