



# Diploma Reissue Request

- **Diplomas may be released upon written request of the graduate ONLY. A copy of a government-issued picture ID of the graduate MUST be included with this request. Examples include a driver's license or a passport.**
- A diploma may be reissued when the original diploma is lost, stolen or damaged.
- Reissued diplomas will show the actual graduation date, but will carry the signatures of the officials currently in office at the time of reissue and will include a statement indicating the date of reissue.
- The fee for reprinting and shipping a diploma is \$25.00.
- A decorative diploma cover is available as an option for an additional \$9.00.
- Processing, printing and delivery requires approximately eight (8) weeks from receipt of this request with payment.

### PLEASE LEGIBLY PRINT ALL REQUESTED INFORMATION

Graduate's Full Name at Graduation: \_\_\_\_\_

Graduate's Date of Birth: \_\_\_\_\_

School Graduated From: \_\_\_\_\_

Graduation Date (Month & Year): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Graduate: \_\_\_\_\_ **Copy of Photo ID REQUIRED**

<b>Fee Summary</b>	Reissued Diploma (includes shipping charges)	\$25.00	\$25.00
	Optional Decorative Diploma Cover <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, add \$9.00		_____
		<b>Total</b>	_____

Mail completed form and a check or money order payable to "Cobb County School District" to:

**Events Office  
Cobb County School District  
4500 Due West Road, Suite 240  
Kennesaw, GA 30152**

### OFFICE USE ONLY

Request Received: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_  Check # \_\_\_\_\_  
 Cash     M/O

PO # \_\_\_\_\_ Order Date: \_\_\_\_\_ Received: \_\_\_\_\_

Date Sent/Delivered to Graduate: \_\_\_\_\_ via \_\_\_\_\_