



DIPLOMA REPLACEMENT REQUEST

ELYRIA CITY SCHOOLS
42101 Griswold Road, Elyria, OH 44035
PHONE: 440-284-8300; FAX: 440-284-5253



- All financial obligations to Elyria High School must be satisfied BEFORE a diploma replacement can be submitted.
- This form must be completed and signed by the graduate.
- Signatures on the replacement diploma will be those of the current administration.
- Replacement Diploma will state "Duplicate Diploma reissued on X/X/XX date"
- There is a fee for a replacement diploma. Jostens will contact you via the contact information you provide for Payment.
- The Replacement Diploma will be mailed from Jostens within 6 to 8 weeks of the receipt of payment.
- Please note: If you are requesting a name change on this diploma from the original issued, you must first provide a certified copy of the court order.

PLEASE PRINT CLEARLY AND COMPLETE THE INFORMATION BELOW: A photo ID must be provided with the request.

Print your name used while attending (check one) Elyria High School Elyria West High School

[]		[]		[]	
First Name		Middle Name		Last Name	
[]		<input type="checkbox"/> Honors Diploma <input type="checkbox"/> National Honor Society <input type="checkbox"/> Summa <input type="checkbox"/> Magna <input type="checkbox"/> Cum Laude <input type="checkbox"/> Val <input type="checkbox"/> Sal		[]	
Graduation Date	Special Honors	State / Local Seal: _____			

Please print name as you wish it to appear on the new diploma. If name changed since graduation, a Name Change Form must accompany this form (Form: Copy of Court Order)

[]		[]		[]	
First Name		Middle Name		Last Name	
[]		[]		[]	
Date of Birth		Student ID Number, if known			
[]		[]			
Daytime Phone Number		E-Mail Address			

Address to Mail Diploma:

[]		[]		[]		[]	
Street Address		City		State		Zip	
[]		[]		[]		[]	
Graduate Signature				Date			

This Completed form will be sent to Jostens, who will contact you regarding payment and processing of your request.

EHS SCHOOL USE ONLY	
<input type="checkbox"/> Verified Grad/Info	
_____ Graduation Date	