



Office of the Registrar
Student Diploma/Transcript Request

Use this form to request a replacement diploma or transcript that was lost, stolen or destroyed

Date Requested: \_\_\_\_\_

Name under which registered while attending school (first, middle, last):

\_\_\_\_\_

Name to be printed on Diploma(s) if different from above (subject to verification):

\_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Student Last Four S.S.No.: \_\_\_\_\_

Diploma(s) Awarded: \_\_\_\_\_ Date(s) Diploma(s) Awarded: \_\_\_\_\_
(Month & year)

Location of School You Attended: (Check One)

802 South Dixie Highway
Lake Worth, Fl 33460

5821-B Lake Worth Rd
Greenacres, Fl 33463

Reason for the request: \_\_\_\_\_

Student Signature: \_\_\_\_\_

(Requested cannot be processed without signature and payment in full)

NOTE:

Transcripts/Diplomas are normally processed and mailed out within 1-3 business days after requests are received, not including weekends, holidays or Fridays. You must pay first.

FEES:

Official/Unofficial transcripts are issued at a cost of \$2.00 per copy. (1st unofficial copy FREE!) A fee of \$10.00 is charged for a replacement/duplicate diploma.

A fee of \$5.00 is charged for a copy of diploma.

Diploma:

- Copy ( )
Original ( )
Mail ( )
Fax ( )
Pick up ( )

Transcript:

- Official ( )
Unofficial ( )
Mail ( )
Fax ( )
Pick up ( )

\*\*\*\*\*CASH OR MONEY ORDER ONLY\*\*\*\*\*