

Instructions to Request a Replacement Diploma

1. Obtain an official transcript by completing the *Transcript Request Form* on pg. 2 below. Email completed form to satkins@eduhsd.k12.ca.us. Your official transcript will be emailed back to you. Proceed to step 2.
2. Complete the *Diploma Replacement Form* on pg. 3 below.
3. Include a check or money order made out to **Herff Jones in the amount of \$45.00**

Mail form, transcript and payment to address on form:

Herff Jones
Attn.: Diploma Customer Service
4601 W 62nd Street
Indianapolis, IN 46268

Any questions or concerns call Herff Jones at 1-800-635-5670

Please note – the name printed on your replacement diploma will match the name on your official transcript

**El Dorado High School
Request for Transcript**

Please complete the following information:

Student Name: _____

Date: _____

Year of Graduation: _____

Date of Birth: _____

Number of Transcripts Needed:	Official:	Unofficial:
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Choose One:

Will pick-up:

Mail or Email to Institution *(please provide physical address or email address below)*

Name of Institution: _____

Address or Email: _____

Student Signature: _____

Please download the completed form and email to satkins@edusd.k12.ca.us with the subject line "Transcript Request". You may also print the completed form and deliver it to the EDHS Counseling Office in room A-201.

FOR OFFICE USE ONLY

Date Processed:	_____	Processed By:	_____
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DIPLOMA REPLACEMENT FORM

Please complete the form below and enclose when submitting your payment and transcripts.

ALL INFORMATION IS REQUIRED BELOW.

SCHOOL NAME:	
CITY/STATE ZIP:	
COUNTY:	
STUDENT SHIPPING INFORMATION	
FIRST NAME:	
LAST NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
EMAIL ADDRESS:	
PRIMARY PHONE NUMBER:	
STANDARD PRODUCTION SCHEDULE IS APPROXIMATELY 6 WEEKS	*6 WEEK PROCESS STARTS ONCE WE RECEIVE ALL REQUIRED DOCUMENTS AND PAYMENT*
REPLACEMENT AMOUNT INCLOSED	<u>CHECK OR MONEY ORDER NUMBER:</u> #: _____

COMMENTS:

REPLACEMENT CHECKLIST:

- COMPLETED REPLACEMENT FORM
- OFFICIAL TRANSCRIPTS OBTAINED FOR YOUR SCHOOL
- CHECK OR MONEY ORDER MADE OUT TO HERFF JONES

MAIL TO:
HERFF JONES
ATTN: DIPLOMA CUSTOMER SERVICE
4601 W. 62ND STREET
INDIANAPOLIS, IN 46268

CALL US FOR QUESTIONS OR CONCERNS. 1-800-635-5670

THE NAME PRINTED ON YOUR REPLACEMENT DIPLOMA WILL BE HOW IT READS ON YOUR OFFICIAL TRANSCRIPT