

## **Diploma Request Process**

Sometimes, situations arise where diplomas are needed earlier than they are released for the year, or you are a charter alumni who has misplaced your diploma but needs a replacement.

In these cases, the Guidance Department that supports South Sutter, Ocean Grove, and Sky Mountain IEM Charter Schools is here to assist you.

The process for newly graduating seniors is slightly different than what is required of alumni who are requesting a duplicate diploma. Please review the appropriate directions below for your circumstance. For alumni requesting a duplicate diploma, there is a \$10 replacement fee due before processing will begin.

\*Please be aware that diplomas are a personalized legal document that are typically only created once a year to be released in June of the student's graduating year. There is a turn around time of roughly 2 months for this process to be completed, even when requested early. The document must be created and signatures must be obtained for the diploma to be legally valid. The Guidance Department turns these documents around as soon as possible. Your patience is appreciated.

### **Current Graduating Student Requesting An Early Processed Diploma:**

- Parent/Student will fill out the "Diploma Request Form" found below and submit it per instructions at the top of the page
- Please mark if an urgent deadline is a reason for the request, but acknowledge that our department may not be able to return the official diploma within the timeline you desire

### **Alumni Requesting a Duplicate Diploma Due To Loss or Misplacement:**

- Parent/Student will fill out the "Diploma Request Form" found below
- *Due to the fact that the parent/student is requesting a duplicate diploma, a fee of \$10 will be due when the request is submitted. A replacement diploma will not be created until the payment is received*
- Parent/Student will mail in the completed request to the address listed at the top of the Diploma Request form, along with cash or a check in the amount of \$10

If you have any questions regarding this procedure, please contact Heather Bolen in the guidance department at [guidance1@ieminc.org](mailto:guidance1@ieminc.org) or by phone at (530) 295-0590 ex. 7.

## Diploma Request Form

(For use to request an early processed diploma due to urgent circumstances or for charter alumni requesting a duplicate diploma)

**Mail completed form to:** IEM Guidance 1166 Broadway Suite Q, Placerville, CA 95667 ;

**Or email completed form to:** [guidance1@ieminc.org](mailto:guidance1@ieminc.org) ;

**Or fax completed form to:** (530) 626-8201

School Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Semester of Graduation: \_\_\_\_\_

I am (Check One That Applies):

- A current student requesting an early/urgent diploma creation due to a time sensitive situation occurring after graduation (ex. joined the military, early college entry, long distance move – *will verify validity of request with ES*)
- A charter alumni who has misplaced/lost their original diploma, therefore requiring a duplicate diploma creation – **check or cash payment of \$10 for duplicate diplomas must be included with request for processing.**
- Other (Please Explain)

\_\_\_\_\_  
\_\_\_\_\_

Please provide your full mailing address below – be aware that the diplomas often do not fit in P. O. boxes without damage to the document and if you list a P. O. box, the diploma may be returned to the office as undeliverable due to size.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like a scanned copy of the signed diploma emailed to you when it is completed?

- Yes
- No

\*Please acknowledge that the process to receive your new diploma may take up to 2 months for turn around. If you have a deadline, you may write it above in the “Other” line. ***However, there is no guarantee we can return the diploma based on the requested deadline.***

- Yes, I understand

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