

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Issuance of Duplicate Diploma

Series: I23A

Reference:

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23.01 Availability of Duplicate Diplomas. Any Kanawha County Schools high school graduate may request a duplicate of his or her diploma.

23.02 Requests for Duplicate Diplomas. Requests for duplicate diplomas shall be made on the form entitled, "Request for Duplicate Diploma" (see Appendix A).

23.03 Fee for Duplicate Diplomas. A non-refundable fee of \$10.00 must accompany requests for a duplicate diploma. The fee includes: time necessary for research and verification of graduation, cost of printing name and graduation date on diploma, and cost of postage and handling. Payment should be made by cash or money order (no personal checks) made payable to *Kanawha County Schools*.

23.04 Duplicate Diploma. Duplicate diplomas will be signed by the current Superintendent, Board President and Principal of the school.

Transcript or Duplicate Diploma Request Form

Send To: Records, Kanawha County Schools
200 Elizabeth Street, Charleston, WV 25311 or Fax Request to 304.348.6655
Telephone 304.348.7713

Please fill out a separate form for each transcript requested
Please check record desired.

Transcript (No Charge) **Immunizations** **Drop Letter** **Other (Specify)**
 Duplicate Diploma (\$10.00 Fee) Send Money Order Payable to Kanawha County Schools. Diploma will be processed after receipt of money and verification of graduation

Name _____
First Middle Last Maiden

Date of Birth _____ Telephone _____

Last Kanawha County Public School attended _____

Did you Graduate? _____ Yes _____ No _____ If yes, what year _____ year

If no, what was the last grade that you completed _____

Choose one of the following to be used for:

School _____ Employment _____ Social Security Card _____ Proof Still Attending School _____

Choose one or more of the following:

Pick Up _____ Mail _____ Fax _____ Fax Number _____

Send transcript to:

We must receive signed authorization before releasing any information. Please provide Photo ID

Signature (Required before releasing)
Must provide photo ID

Date