

**EISENHOWER HIGH SCHOOL
RECORDS OFFICE**

1321 N. Lilac Ave., Rialto, CA 92376 (909) 820-7777 Ext. 21735 FAX (909) 820-6869



Note: Please be advised that diploma requests may take up to 10 business days for processing and will not be processed if charges or fees are owed according to Education Code 48904.

Duplicate Diploma Request

PLEASE PRINT

Name (as it was in high school) _____
Last First Middle Init.

Signature: _____

Year of Graduation: _____

Date of Birth: _____

Phone Number: _____

1. Will you pick up? Yes / No

Please provide a phone number where you can be notified when your diploma is ready to be picked up:

Cell () ____ - ____ Other () ____ - ____

2. Will someone else pick it up for you? Yes / No

Please indicate the name of the person you are authorizing to pick up a copy of your diploma:

(Name of person authorized to pick up your diploma)

With your signature you are authorizing the person indicated above to pick up a copy of your diploma.

Signature of Authorization Date

IMPORTANT

- **A copy of your current ID must be attached to this form. If your name is different from when you were in high school, please provide proof of legal name change.**
- **Payment in the amount of \$20.00 must be made at EHS.** Cash (exact change) or Money Order/Cashier's Check (Made payable to: Eisenhower High School).

For Office Use Only: Request received: _____ Diploma Request Fulfilled: _____

Signature of Person picking up the diploma: _____ **Date:** _____