

Herff Jones offers replacement diplomas for \$15.00. The replacement diploma will state that it is a replacement and signatures on the diploma will be from current administrators. Lake County Schools does not print replacement diplomas.

To order a replacement diploma:

- If you graduated in 1995 or after, you will need to request your official high school transcript from the Lake County high school in which you graduated that verifies a diploma was granted. If you graduated PRIOR to 1995, you will need to contact Student Services for your transcript.
- Purchase a money order in the amount of \$15.00 made out to Herff Jones.
- Include a brief letter requesting your replacement diploma. Be sure to include your return mailing address in the letter.
- Mail the official transcript, money order and letter in one package to:  
Herff Jones  
Attention: Charles Sheppard  
4601 West 62nd Street  
Indianapolis, IN 46268-2593

If you have further questions please contact Charles Sheppard with Herff Jones by phone or email:

Phone: 317-612-3839

Email: [cwsheppard@herffjones.com](mailto:cwsheppard@herffjones.com)