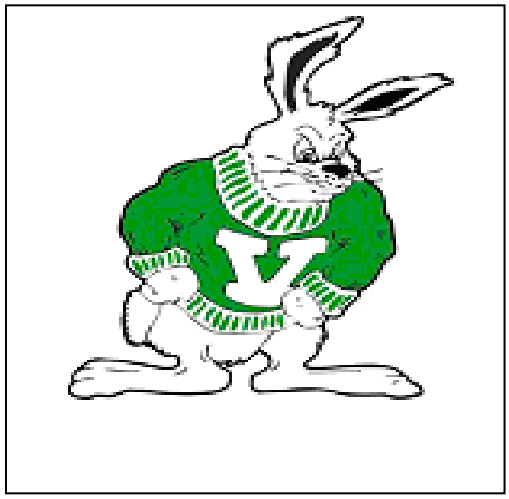
VVHS - REPLACEMENT DIPLOMA ORDER FORM

June 1st to August 5th – Diploma Orders Accepted By Mail Only

- If a diploma was earned but was never picked up at the time of graduation, it is likely to be here (if fees were owed at that time, payment will still be required for pick up, fees cannot be paid during the summer months when a librarian or bookkeeper is not on campus to verify what is owed and accept payment).
- The cost for a replacement diploma is $25.00 and can be paid by cash or money order only. A replacement diploma will not be ordered before payment has been made.
- There are no diploma copies on this campus, they must be ordered from the original company and **can take up to 6-8 weeks to arrive** (may be longer during graduation season- May/June).
- A diploma is a legal document and requires identification for pick up. If the request is being made by mail, a copy of a photo ID **must** accompany the money order.
  Please be sure to include the following information:
  - ✓ Legal Name At the Time of Graduation (Please print clearly)-
    _____
  - ✓ Graduation year- _____
  - ✓ Email Address-_____
  - ✓ Current Mailing Address- _____
    _____
  - ✓ Phone Number- _____
  - ✓ Order Date- _____
  - ✓ Money Order #_____
  - ✓ Copy of Photo ID

  Please send form, money orders, and copy of ID to:

  Victor Valley High School
  Attn: Mrs. Mulford, Principal's Office
  16500 Mojave Dr.
  Victorville, CA 92395



- A diploma can be mailed to the graduate after it arrives (Request must include a copy of graduate's photo ID).
- If someone other than the graduate will be picking up a diploma, they will need to bring a copy of the graduates photo ID, something in writing from the graduate stating that they are permitted to pick up the diploma on the graduate's behalf, and be able to show photo ID themselves.