DIPLOMA REQUESTS FORM

A individual no longer enrolled in a Georgia public school and who previously failed to receive a high school diploma in this state or was denied graduation solely for failing to achieve a passing score on one or more portions of the Georgia High School Graduation Test or its predecessor or the Georgia High School Writing Test or its predecessor may petition the local board of education in which he or she was last enrolled to determine eligibility to receive a high school diploma pursuant to O.C.G.A.§20-2-281.1 based on the graduation requirements in effect when first entered ninth grade.

The Counseling/Records Department of Macon County High School has implemented the following procedure to better serve you in obtaining your high school Diploma in a timely and organized manner:

- The Counseling/Records Department must have a signed request for all Diploma Requests.
- ❖ The Counseling/Records Department will have 7 to 10 working days from the date of the original request to complete the request.
- ❖ All requests are handled in a first come − first served basis.

 Therefore, your request will be handled in the order it was received.
- ❖ If the Counseling/Records Department is delinquent in responding to your request in the time frame given, please feel free to contact the Principal. Please be assured that every effort is made to serve you in an expedient manner.
- ❖ PAYMENT OF \$20.00 IN THE FORM OF CASH OR MONEY ORDER IS REQUIRED (DUE) BEFORE DIPLOMA WILL BE RELEASED.
- ❖ THE COUNSELING/RECORDS DEPARTMENT PROCESS DIPLOMA REQUESTS ONLY ON FRIDAYS.

Revised 04/13/2015



DIPLOMA RELEASE FORM MACON COUNTY HIGH SCHOOL 611 VIENNA RD. MONTEZUMA, GA 31063 (478) 472-8579 FAX (478) 472-6206

Print Clearly

Name (as it appears	on your school	records)

Last	First	Middle	
Other possible names/spelling	gs		
Date of Birth	Phone		
School Attended:			
Macon County High School/Year Graduated			
D.F. Douglass High Sch	nool/Year Graduated		
	DUE AND PAYABLE PRIOR IIGH SCHOOL DIPLOMA	TO RECEIVING	
Signature of Petitioner	Date		
***********	***** FOR OFFICE USE ONLY ********	*******	
The Petitioner has met the r	requirements to receive a Regular Hig	h School Diploma.	
The Petitioner has not met t	the requirements to receive a Regular	High School Diploma.	
Signature	Position	Date	
Principal's Signature	-		