

# 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.

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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

