



REQUEST FOR REPLACEMENT DIPLOMA

****Must be a confirmed graduate of New Trier***

A replacement diploma may be issued in the event of a lost or damaged original. There is a \$30 fee for replacement diplomas, which must be paid at the time of request.

Your Full Name as it Appeared on Original Diploma (Please neatly print or type):

First *Middle* *Last*

Date of Birth: _____ **Grad Year:** _____

Contact Information:

Current Address: _____

Phone: _____ **Email:** _____

Reason/s for Diploma Request:

- Employment Degree Verification
- Misplaced/Damaged Diploma
- Required by Government Agency
- Required by Professional Organization

Please indicate how you would like to receive your diploma:	Pick Up	Mail to Address
Replacement Diploma		
Replacement Book/Cover		

Note: Diploma processing can take up to 4-6 weeks, depending on the timing of your request. Please keep this in mind when submitting your request. If you need urgent proof of graduation, it is recommended that you request your official transcript, which will show your graduation status and date.

Student Signature

Date

New Trier High School – Registrar 385 Winnetka Ave, Winnetka, IL 60093 Ph: 847-784-2213 Fx: 847-784-2094 E: registrar@nthsh.net	OFFICE USE Received _____ Pick Up/Sent _____ Entered _____
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