

# West Contra Costa Unified School District Replacement / Never Ordered Diploma Request

Date: \_\_\_\_\_

School: \_\_\_\_\_

Name to be printed on Diploma: \_\_\_\_\_

Graduation date to be printed on Diploma: \_\_\_\_\_

Have you verified that the student qualifies for a diploma: Yes  No   
*Attach copies of their transcript/ARC*

Do you need a Diploma cover: Yes  No

Account code: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_

Executive Director's Approval: \_\_\_\_\_

This form is to be used for ordering diplomas at times other than at graduation.

Processing takes 6 to 8 weeks once the request has been approved.  
Diplomas will be mailed to the School.

Send completed forms to Purchasing attn: Mary Kitchen or  
e-mail completed (and signed) forms to: [mkitchen@wccusd.net](mailto:mkitchen@wccusd.net)

**This form must be completed electronically or typed.  
Hand written forms will not be accepted.**