

Diploma Request Form

(For use to request an early processed diploma due to urgent circumstances or for charter alumni requesting a duplicate diploma)

Mail completed form to: IEM Guidance 1166 Broadway Suite Q, Placerville, CA 95667 ;

Or email completed form to: guidance1@ieminc.org ;

Or fax completed form to: (530) 626-8201

School Name: _____ Date of Request: _____

Student Name: _____

Student Email: _____

Date of Graduation: _____

Semester of Graduation: _____

I am (Check One That Applies):

- A current student requesting an early/urgent diploma creation due to a time sensitive situation occurring after graduation (ex. joined the military, early college entry, long distance move – *will verify validity of request with ES*)
- A charter alumni* who has misplaced/lost their original diploma, therefore requiring a duplicate diploma creation
- Other (Please Explain)

Please provide your full mailing address below – be aware that the diplomas often do not fit in P. O. boxes without damage to the document and if you list a P. O. box, the diploma may be returned to the office as undeliverable due to size.

Would you like a scanned copy of the signed diploma emailed to you when it is completed?

- Yes
- No

*Please note if you marked that you are an alumni requesting a duplicate diploma, the process to receive your new diploma may take up to 2 months for turn around.

- Yes, I understand

Student Signature: _____