



Competency and Computer Skills Diploma Change Petition Form

Today's Date _____

1. Please print your name as it appears on your school records:

First _____ Middle _____ Last _____

2. Please list any other name(s) that may appear on your student records:

First _____ Middle _____ Last _____

3. Name of the last high school you attended _____

4. Indicate the last school year that you attended the high school listed above _____

5. Student's previous identification number _____

6. Current Address _____

City/State/Zip _____

Proof of identify is required from the individual petitioning for a diploma:

- ✓ **Picture ID**
- ✓ **Social Security number** (*this form requires the last four digits of your number; however, if this is not enough to locate your records, you will be contacted for your complete Social Security number.*)
- ✓ **Current address and contact information**

_____ Pick up (*You will be contacted when your diploma is ready for pick up or if the petition has been denied*)

_____ Mail to:

Signature _____ Social Security Number: **XXX – XX** - ____ _

Petitions for diplomas that meet the requirements will be honored only during a five-year window spanning July 1, 2009 through July 1, 2014. Please allow up to 90 business days to process your request.

Note: If this request is received by mail, your identification information must be verified; additional identification verification may be requested.

FOR OFFICE USE ONLY	
Date Received _____	
Approved _____	Signature/Date _____
Denied _____	Signature/Date _____
Date New Diploma/Transcript Mailed or Picked Up _____	