

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

## MDHSA Diploma Request Form (DR)

**Do NOT submit this form or any honors applications or paperwork unless accompanied by the final ASF/TX and Evaluation.**

MDHSA must receive this Diploma Request form with signatures and all final paperwork and fees listed below before a diploma will be awarded. MDHSA reserves the right to require 30 business days to process a Diploma Request from the date it is received at the MDHSA office. Please submit final paperwork and the DR Form sufficiently ahead of the need for a diploma. If there is an error on the paperwork and/or if the paperwork is incomplete, the 30 days will commence after receiving the corrected paperwork. It is advisable to schedule the senior year evaluation early in the spring to allow sufficient time to process the student's file. **MAIL THIS FORM WITH THE REQUIRED DOCUMENTS AND PAYMENT TO: MDHSA DP - DR, 32 W. MAIN STREET #5, WAYNESBORO, PA 17268**

**Student's Name:** \_\_\_\_\_ **has completed the requirements for Graduation.**

### Required – Documentation and Payment

I am enclosing the following with this Diploma Request Form: (check all that apply)

- \_\_\_\_\_ Remaining Annual Summary Form and Transcript, both pages signed by the Evaluator
- \_\_\_\_\_ Remaining evaluations, signed by the Evaluator
- \_\_\_\_\_ Diploma Fee of \$60.00 (Make payable to MDHSA) Check/Money Order Number \_\_\_\_\_ Date \_\_\_\_\_

**OPTIONAL: Please place the last 4 digits of graduate's SSN on the final transcript: XXX-XX-**

OPTIONAL APPLICATIONS – MUST BE SUBMITTED WITH DIPLOMA REQUEST along with supporting documentation				
<b>Academic Honors Application</b>	<b>Performance in Fine Arts Application</b>	<b>Diploma with Distinction Application (Leadership, Service)</b>	<b>Diploma with Distinction Application (Academic Achievement)</b>	<b>Vocational Honors Application</b>
_____ Writing Sample	_____ Recommendation	_____ Recommendation	_____ Recommendation	_____ Student Summary
_____ Recommendation	_____ Music Checklist (for Fine Arts in Music)			_____ Recommendation
_____ Foreign Language Checklist if applicable				

### Required – Graduation Ceremony Information

\_\_\_\_\_ Student will be attending the MDHSA Graduation Ceremony. (The Diploma Request Form DOES NOT REGISTER a student for the Graduation Ceremony. The MDHSA Graduation Ceremony is a separate service provided by MDHSA; therefore, a separate form and fee are required for participation in the Ceremony. See the MDHSA website for Ceremony registration information and deadline, details, and fees.)

\_\_\_\_\_ Student will NOT be participating in the MDHSA Graduation Ceremony. Please mail the diploma to the address listed in the Statement of Compliance section of this form.

\_\_\_\_\_ Student will be attending another ceremony or celebration. I would like to receive the diploma by: \_\_\_\_\_ (date)

### Required – Diploma Information

MDHSA diplomas are awarded according to the standards outlined in the MDHSA Diploma Guide and at the discretion of the MDHSA Staff.

<b>Print name EXACTLY as it is to appear on the Diploma:</b> _____	<b>Date to be used as graduation date (format June x, 20xx):</b> _____ <i>Graduation date must be the same date or later than the final evaluation date of the senior year.</i>
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**Required – Statement of Compliance:** To the best of my knowledge, the homeschooling program for the above student is in full compliance with the Pennsylvania Home Education Law and no due process procedure is pending.

**Check here if the following is a change of address:** \_\_\_\_\_

Home Education Supervisor (PARENT) Signature \_\_\_\_\_

Print / Type Supervisor's Name \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### MDHSA OFFICE USE ONLY

_____ 9-12 Evaluations Received	Honors Confirmed	_____ With Distinction: _____ Leadership _____ Service
_____ 9-12 Evaluations Received	_____ Academic Honors	_____ With Distinction: Academic Achievement
_____ Minimum Courses Verified	_____ Performance in Fine Arts	_____ Vocational Honors: _____
_____ Subject Credits Verified		<b>Mailed on:</b> _____
_____ File Current / Complete	<b>Approved by:</b> _____	<b>Diploma Number:</b> _____

**MDHSA reserves the right to refuse any application for a diploma. MDHSA also reserves the right to request and review additional documentation needed to support a Diploma Request.**