

# MDHSA Diploma Request Form (DR)

**Use this form if requesting a diploma for a student with a graduation date of two or more years after the original anticipated graduation date (e.g., diploma requested in 2025 for a student with an anticipated graduation year of 2023).**

**Do NOT submit this form or any honors applications or paperwork unless accompanied by the final ASF/TX and Evaluation or unless the final paperwork has previously been submitted.** 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
- \_\_\_\_\_ Late Diploma Fee of \$85.00 (\$60 Diploma Request fee + \$25 late fee)
- (Make payable to MDHSA) Check/Money Order Number \_\_\_\_\_ Date \_\_\_\_\_

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

### OPTIONAL APPLICATIONS – MUST BE SUBMITTED WITH DIPLOMA REQUEST along with supporting documentation

<input type="checkbox"/> <b>Academic Honors Application</b> <input type="checkbox"/> Writing Sample <input type="checkbox"/> Recommendation	<input type="checkbox"/> <b>Performance in Fine Arts Application</b> <input type="checkbox"/> Recommendation	<input type="checkbox"/> <b>Distinction: (Leadership, Service) Application</b> <input type="checkbox"/> Recommendation	<input type="checkbox"/> <b>Diploma with Distinction (Academic Achievement) Application</b> <input type="checkbox"/> Recommendation	<input type="checkbox"/> <b>Honors Application</b> <input type="checkbox"/> Writing Sample <input type="checkbox"/> Recommendation
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### 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>Print 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.

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

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

Mailing Address for Diploma: Street: \_\_\_\_\_

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

### MDHSA OFFICE USE ONLY

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