

CONFIRMATION OF RECEIPT OF PAPERWORK:

Below, check the items enclosed and send a copy of this form with the paperwork being submitted. MDHSA will verify the list and return it to confirm receipt of paperwork. Things DO get lost in the mail!!

Be sure to include a self-addressed, stamped envelope with the documents being mailed. If a SASE is not enclosed, your confirmation will not be returned.

Student's name: _____ Anticipated Graduation Year: _____

Enclosing items for the school year(s): ___ 9th ___ 10th ___ 11th ___ 12th

Check each item you are enclosing below.

Registration Form (RF)	Transcript Request Form (TR)	Performance in Fine Arts Application (FA)
Annual Summary Form (ASF)	Public/Private School Transcript Review (PSR)	Distinction Application Leadership or Service (D-LS)
MDHSA Transcript (TX)	Application for Prior Credits (PC)	Distinction Application Academic Achievement (D-AA)
Evaluation (E)	Diploma Request Form (DR)	Vocational Honors Application (VH)
Check for \$ _____	Academic Honors Application (AH)	Diploma Copy (D)

If there is a discrepancy between the list above and the paperwork sent to MDHSA, the items missing will be circled or highlighted. When sending the missing items to MDHSA, please enclose this marked form so that the paperwork can be matched to its proper file.

DO NOT MAIL ITEMS THAT REQUIRE A SIGNATURE FOR DELIVERY. Our office has an external mailbox. Delivery services will not deliver mail to our office if it requires a signature, thus resulting in a delay before your package can be collected. If the staff is unable to drive to the facility to retrieve your package in time, it may be returned to you by the carrier. THIS ALSO APPLIES TO MAIL WITH INSUFFICIENT POSTAGE AND OTHER CARRIERS, SUCH AS UPS, FEDEX, ETC.

Date paperwork was received by MDHSA: _____

Please note that the Confirmation of Receipt of Paperwork only verifies that your paperwork was received by MDHSA. After your student's paperwork has been reviewed and his/her file updated, you will be contacted if there is any further documentation still needed.

MDHSA STAFF COMMENTS (if applicable):
