

Petition to Obtain High School Diploma

* Pursuant to O.C.G.A. Section 20-2-281.1, you must have successfully completed all high school course requirements.

* A Petition to Obtain High School Diploma may be picked up at the Colquitt County High School Guidance Office or downloaded at <http://colquitt.k12.ga.us>. Completed petitions may be delivered to the CCHS Guidance Office or mailed to Colquitt County High School, Attn: Records/Petition, 105 Darbyshire Road, Norman Park, GA 31771.

* All outstanding fines, fees, and/or other financial obligations must be satisfied prior to processing petition. Acceptable forms of payment include cash or money order. Payments should be made directly to Colquitt County High School or mailed to: Colquitt County High School, Bookkeeping, 105 Darbyshire Road, Norman Park, GA 31771.

* Official transcript will be available approximately 12 – 16 weeks upon completion of petition. Colquitt County High School will order diplomas once a year in July. You will be notified by mail when your petition has been processed and your transcript is ready for pickup.

* Please bring your Certificate of Attendance at the time of pickup, if applicable.

* A copy of your valid Driver’s License or State ID Card must be presented at the time of diploma pick-up. Mailed diplomas must have the proper identification submitted with the petition. If your name has changed since receiving your certificate of attendance, you should also include documentation of the change (i.e. marriage license, etc.)

* All mailed diploma requests will be sent via USPS Certified Mail and requires a pre-paid fee of \$10.00. Cash or money order must be remitted to the CCHS bookkeeper prior to mailing the diploma. Please note that Certified mail requires a signature confirmation at the time of delivery.

If you have any further questions, please call 229-890-6141 ext 23018 between 7:30 a.m. and 3:30 p.m.

Please Print

Full Name (as appears on school records)		
Present Name (if different from above)		
Date of Birth	Last Four Digits SSN	Expected Year of Graduation
Mailing Address		
City, State, Zip Code		Contact Phone Number
Email		Delivery Type: <input type="checkbox"/> Pick-up <input type="checkbox"/> Mail

Petitioner’s Signature

Date

OFFICE USE: Date Petition Received _____ Date of Pickup _____ Date Mailed _____

_____ The Petitioner has met the requirements to receive a high school diploma.

_____ The Petitioner has not met the requirements to receive a high school diploma

Date Petitioner Notified

Processor