

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 paper work and fee(s) listed below before a diploma will be awarded. MDHSA reserves the right to require 30 days to process a Diploma Request from the date it is received at the MDHSA office (excluding holidays, weekends, and/or inclement weather). Please submit final paperwork sufficiently ahead of the need for a diploma, even if the student is participating in the MDHSA Graduation Ceremony.

If paperwork is not complete, the 30 days will commence after receiving corrected paperwork. It is advisable to schedule the senior evaluation early in the spring in order to allow sufficient time to process all of the paperwork.

_____ has completed the requirements for graduation.
(Student's name - please print)

Enclosed with this Diploma Request **and** the Registration and Annual Filing Form are:

REQUIRED:

- ___ Remaining Annual Summary Form(s) and Transcript(s) - Signed
- ___ Remaining evaluation(s)
- ___ Diploma Fee of \$45.00 Ck # _____ Date _____
- ___ The required 9th-12th MDHSA digital Transcript has been emailed as an attachment to **mdhsadpforms@pa.net**.
 SS # to put on Transcript (optional): _____

Honors Applications and attachments: (if applicable)

- | | | |
|---|--------------------|---------------------|
| ___ Academic Honors Application | ___ Writing Sample | ___ Recommendations |
| ___ Performance in Fine Arts Application | | ___ Recommendations |
| ___ Diploma with Distinction Application: Leadership or Service | | ___ Recommendations |
| ___ Diploma with Distinction Application: Academic Achievement | | ___ Recommendations |
| ___ Vocational Honors Application | ___ Writing Sample | ___ Recommendations |

GRADUATION AND CEREMONY INFORMATION – Required:

___ Student will be attending the MDHSA Graduation Ceremony (open to all MDHSA Diploma Program students).
Unless another date is put in the appropriate space below, the date of the last Saturday in June will be used as the Award date. This form does NOT register a student for the Graduation Ceremony. Please obtain the Graduation Ceremony Form from the MDHSA website; be sure to observe the deadlines and fees associated with the Graduation Ceremony.

___ Student will NOT be attending the MDHSA Graduation Ceremony. Please mail the diploma to: *(if different from the address at the bottom of this form)* _____

___ Student will be attending another Ceremony or Celebration. _____ Date of Ceremony or Celebration
 _____ Date by which the diploma must be received

<p>REQUIRED INFORMATION – DO NOT OMIT</p> <p>Print name exactly as it is to appear on the diploma: _____</p> <p>Print date to be used as graduation date: (Graduation date must be the <u>same date or after</u> the final evaluation date of the senior year, not before). _____</p> <hr/> <p>Notice: MDHSA diplomas are awarded according to the Standards outlined in the MDHSA Diploma Guide and at the discretion of the MDHSA staff.</p>	<p>For MDHSA Office Use only:</p> <p>All ASF's received _____</p> <p>All Evaluations received _____</p> <p>9-12th TX received: PAPER _____ DIGITAL _____</p> <p>Minimum Courses verified _____</p> <p>All subject credits verified _____</p> <p>Honors Confirmed:</p> <p>___ Academic Honors</p> <p>___ Performance in Fine Arts - _____</p> <p>___ With Distinction – Leadership Service</p> <p>___ With Distinction – Academic Achievement</p> <p>___ Vocational Honors - _____</p> <hr/> <p>Diploma # : _____</p>
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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.*

Supervisor's Signature _____ Print/Type Supervisor's Name: _____
 Address: _____

Street
City
State
Zip Code

 E-mail _____ Phone _____ Cell: _____

_____ The above is a change of: _____ address _____ e-mail address _____ phone number.
Please make checks payable to MDHSA and mail to: MDHSA Diploma Request, 32 West Main Street #5, Waynesboro, PA 17268