

Petition to Receive a North Carolina High School Diploma

For individuals who met all state and local diploma requirements at graduation but did not pass the N.C. Competency Reading and/or Mathematics and/or the N.C. Computer Skills Online, Multiple Choice, or Performance Test

Print Clearly

Date of Request _____

Name as it appears on your school records:

First Middle Last

Name of the last high school you attended: _____

Date you graduated: _____ Class of _____
or would have graduated Month Day Year

Did you receive a Certificate of Attendance? Yes _____ No _____

Date of birth: _____
Month Day Year

Current Contact Information

Name (if different from above): _____

Mailing Address _____

City State Zip Code

Telephone(s): (____) _____ (____) _____

Email: _____

Signature _____

Petitions for diplomas that meet the requirements will be honored only during a five-year window spanning from July 1, 2009 through July 1, 2014. Please allow up to 30 business days to process your request.

****Proof of Identity is required from the individual petitioning for a diploma****

- Valid picture ID
- Current address and contact information

Note: If this request is received by mail, your identification information must be verified; additional identification verification may be requested.

FOR OFFICE USE ONLY

Date Received _____ Diploma Requirement Met: Yes _____ No _____

Records Reviewed by _____

Date New Diploma/Transcript Mailed or Picked Up _____ Diploma Received by _____
Signature

Complete and send this form to the Director of Student Services when the request is resolved.