

# Replacement Diploma

If you are a graduate of a Seattle Public High School and have lost or misplaced your high school diploma, it is possible to order a replacement diploma from the Seattle School District.

**Please submit a request in writing and a handling fee of \$30.00 payable to Seattle Public Schools**

For your convenience, you may fill out this [PDF Request for Student Records Form](#), sign, and mail it to:

**Seattle Public Schools  
Student Records, MS 21-171  
P.O. Box 34165  
Seattle, WA 98124-1165**

(PLEASE NOTE: If you only need a document to show you graduated from high school, the high school transcript is accepted by most employers and colleges. We can provide a high school transcript in a shorter time period for a \$10.00 fee. Please go the section of this web page entitled "[School Records](#).")

In your request for a (one) replacement diploma, please include the following information:

- The name you used in school
- Your birth date
- The name of the high school or program
- The year you graduated
- A copy of your driver's license or your picture identification that includes your birthdate
- If applicable, your petition for change of name and court order changing name
- The complete address where you would like your diploma mailed
- Your handwritten signature
- A check or money order for **\$30.00** payable to Seattle Public Schools
- A number to contact you in the event there is a problem locating the record

We will verify your graduation and date, and send you a replacement diploma. Please allow at least two to three weeks for this service.

Click [here](#) to return to the Seattle Public Schools Student Records Web Page.

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