



# COVID-19 Duplicate Diploma Request Form

This form shall be used to request a high school diploma in light of the current COVID-19 pandemic and shall remain in effect until the pandemic has ended. All costs will be waived until the COVID-19 pandemic has ended. Only students who have attended a Tennessee public high school can receive a duplicate diploma.

**Instructions:**

**This form is for use only for graduation years 2002 and later.** Please e-mail this request form to [Paul.Rainwater@tn.gov](mailto:Paul.Rainwater@tn.gov). Only emailed requests will be accepted, no faxes. The student who is requesting a diploma must either sign this form or have an attached electronic signature allowing verification.

**PLEASE NOTE:** This form cannot be used to request a GED. Those requesting a GED must contact the [Tennessee Department of Labor & Workforce Development Adult Education Division](#).

For any questions about this form, please call 615-532-4867.

Please provide the following information. Do not include social security numbers.

FULL NAME OF STUDENT (as it was the year of graduation):

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NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED:

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CITY & COUNTY WHERE SCHOOL IS LOCATED:

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DATE OF GRADUATION (Month & Year):

Signature of Student Making Request:

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|---------------------------|---|
| <b>TENNESSEE SDE ONLY</b> | <b>Current email address to send diploma:</b> |
| <hr/>                     | <hr/>   |
| <hr/>                     | <b>Telephone:</b> <hr/>                       |
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