

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:

Please e-mail this request form to grace.jones@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](#) or call 855-876-3774 or www.diplomasender.com.

For any questions about this form, please call 615-532-4734 and follow instructions.

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

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

NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED:

CITY & COUNTY WHERE SCHOOL IS LOCATED:

DATE OF GRADUATION (Month & Year): _____

DOB: _____

Signature of Student Making Request: _____

TENNESSEE SDE ONLY

**Current email address
to send diploma:**

Telephone: _____

Please allow 2-3 weeks for request to be processed.