

Verification of High School Completion Form

This form shall be used to verify high school completion in light of the current COVID-19 pandemic and shall remain in effect until the pandemic has ended. Only students who have attended a Tennessee public high school can be verified.

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 verification must either sign this form or have an attached electronic signature allowing verification. Allow one to two weeks for completion.

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

Outcome of verification research:

**Company needing verification
and secure email address:**
