

## BACKDATED DIPLOMAS

Copies of diplomas for Polk District Schools are not retained in student records. A duplicate backdated diploma may be obtained by submitting the following required information. Four to Six weeks required for delivery.

Duplicate GED Diplomas may be obtained by contacting the GED Testing Office, Florida Department of Education, 325 West Gaines Street, Room 634, Tallahassee, Florida 32399 or call 877-352-4331 (toll free) or 850-245-0449.

Certified Transcripts of student records may be obtained from the Pupil Accounting and Records Department, Phone No. 863/519-3925.

### Information Required For Diploma Order:

1. Full name at time of graduation \_\_\_\_\_
2. School graduated from \_\_\_\_\_
3. Year of graduation \_\_\_\_\_
4. Date of birth \_\_\_\_\_
5. Mailing address \_\_\_\_\_  
(Note: Current last name is needed for mailing purposes if different from diploma)
6. Telephone number \_\_\_\_\_
7. Enclose Check or Money Order in the amount of **\$7.25** made payable to Polk County School Board.
8. Mail the information and check/money order to:  
  
Polk County School Board  
Purchasing Department  
P. O. Box 391  
Bartow, Florida 33831  
Attn: Satyra Bryan
9. A confirmation of order will be mailed upon request. In most cases, the confirmation letter may be used for verification of graduation prior to receipt of diploma.  
  
Confirmation required: \_\_\_\_\_ Yes \_\_\_\_\_ No