

Replacement Diploma

Replacement diplomas are certificates much like students receive at graduation. They are made by a print shop and are mailed directly from the Printer's Office. Replacement diploma are NOT sent electronically.

The creation and mailing of a replacement diploma may take several weeks. If that type of delay is not an option. You may want to talk with the entity that is asking you for confirmation of graduation to determine if a transcript would be acceptable. Please review the FAQs for electronic documents.

Replacement diplomas are only mailed directly to the student. We do not mail them to schools or businesses.

If you choose to order a replacement diploma. Once the order has been placed. If you need confirmation of your graduation and replacement diploma order. Please check your email for the fulfillment approval email. It will list your name and graduation date.

While waiting for the diploma to arrive at your home, you can also email us at recordsmanagement@philasd.org to request a confirmation letter. Advising that the diploma has been ordered and providing confirmation of your graduation status. That confirmation document will be sent to you electronically. Please include your order number in your email.

Expedited shipping and in person pick-up of diploma are **not** available options. Please email the Office of Records Management with any questions or concerns. Be certain to provide your order number and full name. recordsmanagement@philasd.org

Students of the current/most recent graduation year with questions, errors on their diploma or that have concerns about their diploma would contact their school directly. The Office of Records Management processes requests for replacement diploma. If your high school refers you to 440 N. Broad Street for a diploma pick up. Please be sure to ask them what department and contact person you should ask to see upon entry to the Administration building. The Office of Records Management will not have knowledge regarding who the contact may be.

If you are a former student that is now an adult and have an issue with a replacement diploma or it's receipt that was ordered through the Office of Records Management. Please contact our office via email at recordsmanagment@philasd.org Please be certain to provide your order number and full name in your email.