



Merced County Office of Education
Valley Community School
Records Request



Diploma Request per Senate Bill SB 172

To be completed by the requestor

Student Information	
Name	
Date of Birth	
Mailing Address	
City, State, Zip	
Phone Number	
School	

Legal name to appear on the diploma _____

Signature _____ Date of request: _____

ID verified by staff member

- CDL # _____ Expiration date _____
- Passport # _____ Expiration date _____
- Other _____

Staff signature _____ Date: _____

Please note: This request does not guarantee that you will receive a diploma. Your transcript will be sent to the school counselor for review and verification. If you met all graduation and credit requirements you will be notified when your diploma is ready.

Identification is required for this request and for the release of the diploma.

Please allow 30 days for your request to be completed.

