

South Euclid-Lyndhurst City Schools

# Charles F. Brush High School

## PERMISSION TO ORDER DIPLOMA

It is the policy of the South Euclid-Lyndhurst City Schools to replace a lost diploma provided proper authorization is obtained. We will not release any information from our records unless such authorization is provided. This information must be provided by the individual themselves.

I hereby authorize the South Euclid-Lyndhurst City Schools to order a replacement diploma for:  
*(Please provide the sur name used (maiden name for women) when you were a student at Charles F. Brush High School.*

\_\_\_\_\_  
First Name Last Name  
Middle Initial

\_\_\_\_\_  
Date of birth (For verification purposes)

Year of Graduation: \_\_\_\_\_

\_\_\_\_\_  
Signature  
Date

Phone number so we can notify you when your diploma arrives: (\_\_\_\_) \_\_\_\_\_

Address if you would like your diploma mailed to you:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is a charge of \$35.00 for a replacement diploma.  
If a new case is required, the fee is an additional \$35.00.  
These fees must be paid before a diploma will be ordered.  
(Please allow 8 to 10 weeks for delivery)

**Please return this form with a check made out to Brush High School to:**

**Charles F. Brush High School  
4875 Glenlyn Rd.  
Lyndhurst, Ohio 44124  
ATTENTION: Mrs. Francheska Sanford**