

South Euclid-Lyndhurst City Schools

Charles F. Brush High School

AUTHORIZATION 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

Middle Initial

Last Name

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**