

Potomac Falls High School

Replacement Diploma Request

Please provide the information below to request a replacement or duplicate diploma. The fee to replace the diploma is **\$20.00**, payable in advance, by check or money order (to Potomac Falls High School) or by the Online Payment Portal on the PFHS website. Allow approximately (6) weeks to process the request. **The diploma will be mailed using First Class Mail at a flat rate of \$1.50.** You may also pick up your diploma in our Counseling Office by calling ahead to make sure someone is available to assist you.

Telephone # 571-434-3204

Year of Graduation: _____ Diploma Type: _____

Full Legal Name: _____

Address to which your replacement diploma is to be mailed:

Telephone # _____

I certify that the above information is true and correct :

Signature

Date

Please send payment and this request form to: Attention: Counseling Office
Potomac Falls High School
46400 Algonkian Parkway
Potomac Falls, Virginia 20165

Payment received:

Date: _____

Amount: _____