

# Douglas County School System

## Graduation Petition Form

An individual (hereinafter referred to as “student”) no longer enrolled in a Georgia public school and who previously failed to receive a high school diploma in this state or was denied graduation solely for failing to achieve a passing score on one or more portions of the Georgia High School Graduation Tests or its predecessor or the Georgia High School Writing Test or its predecessor may petition the local board of education in which he or she was last enrolled to determine the student’s eligibility to receive a high school diploma pursuant to O.C.G.A. § 20-2-281.1 based on the graduation requirements in effect when the student first entered ninth grade.

Submit this completed, signed form by U.S. Mail or in person to the high school where you would have graduated. If sending by mail, write **Attention Counselor** under the name of the high school.

When submitting a petition, include a scanned/copied image of your government issued photo identification (photo copies will not be made at the school). Without photo identification, the petition will not be processed. There is no fee to update your transcript to reflect your graduation status. If you want a diploma, directions and details will be mailed to you pending approval of your graduation status. Provide a self-addressed stamped envelope if you wish to obtain a diploma.

**Contact Information** (Only the person who failed to receive a diploma may submit this petition) Please Print

Current Legal Name	Phone Number & Cell Number	Email Address
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Home Address	City	State	Zip Code
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**Student’s Information (Name while attending a Douglas County School)**

Provide Legal Name  
if Different from  
Primary Contact

First	Middle	Last	Suffix
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Date of Birth	Last 4 digits of SSN	Gender
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Name of High School Where Student Would Have Graduated	Expected Year of Graduation
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Check One:

\_\_\_\_\_ I would like a diploma. I have included a self-addressed stamped envelope to receive details on how to obtain a diploma.

\_\_\_\_\_ I **do not** want a diploma.

Transcripts will be updated to reflect graduation status. Typically, this process may take up to 30 business days unless special conditions apply (IEPs) or during summer months. After 30 business days from the above date, if I choose to get a copy of my transcript, I will pick up my transcript for a \$6 fee (cash or money order) at:

Douglas County Board of Education  
Murray Educational Center  
4841 Bill Arp Road, Highway 5  
Douglasville, GA 30135

I verify the above information is complete and accurate. I also understand that incomplete petitions will not be processed.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **FOR OFFICE USE ONLY** \_\_\_\_\_

- ☐ The Petitioner has met the requirements to receive a regular high school diploma.  
☐ The Petitioner has not met the requirements to receive a regular high school diploma because

\_\_\_\_\_  
☐ 2010-2015 The Petitioner has met the requirements to receive a regular high school diploma and has been correctly coded in Infinite Campus.

\*School Counselors –please send all Graduation Petition Forms to Records at the Board of Education Murray Education Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date