Notice of Completion - HS Diploma Requirements

It's as easy as 1 – 2 – 3!

1. Complete:

- ✓ All the work for the final course required for my high school diploma
- ✓ Community Service form sent to Academic Advisor
- ✓ Diploma fees have been paid – Cashier at 269-471-3326
- ✓ I understand that my diploma packet will be sent to my home address unless otherwise requested in writing *(advisormdk12@andrews.edu)*

2. Request Official Transcript:

Date: _____ Student ID number: _____

Student Name: _____
First Middle Last

I request that an **Official Transcript** be sent to the following address:

_____

_____

_____

3. Send:

Email: advisormdk12@andrews.edu

Mail: GIA, Atten: Lamar Nangle, 12501 Old Columbia Pike, Silver Spring, MD 20904-6601

Fax: 269-471-2812