



High School Diploma Reprint Order Form

Saber Alumni,

Please note, MAST @ Homestead does not keep a copy of your diploma. The only way to obtain a copy or a reprint of your diploma, is for the school to order it directly from Herff Jones. Their processing of these **orders may take 4-8 weeks**. There is a longer wait time expected during graduation season (May – July).

Once you complete the order form, provide payment, and a photo ID, you may bring it to the main office or email it to transcripts@mastacademyhomestead.org

Order placed by: (Relationship if not the student)	
Phone Number:	
Email Address:	

Clearly print the student's name at time of graduation and how it should appear on the diploma.

First Name	Middle Name	Last Name

Date of Birth	Year of Graduation

- ☐ One (1) Replacement Copy of High School Diploma \$15.00
 - ☐ Add one (1) miniature diploma (wallet size) +\$5.00
 - ☐ Additional copies
 - ☐ Rush Order fee (Provided by HJ to MAST) _____.

TOTAL

***** **FOR USE BY STAFF** *****

Order Received & Processed On: _____ By: _____

HJ Confirmation # _____

Diploma Received: _____

Photo ID verified: _____

Date Paid: _____

- ☐ Cash
- ☐ Check/Money Order
- ☐ OSP
- ☐ Pre-approved Pay at Pick-up

Receipt # _____