



Need a Replacement Diploma?



You're in the right place!

To order a Replacement Diploma, please submit a written request to the Office of the Registrar either in person, by mail, by fax, or through email. There is also a \$50 replacement fee that must be paid before the diploma will be ordered. It will take approximately 3 – 4 weeks to receive the diploma.

<http://labette.edu/registrar/Replacement-Diploma-Order-Form.pdf> .

The request must include the following information:

- Full name as to appear on diploma
- Degree and major received
- Year of graduation
- Address to send diploma

Send written request to:

Office of the Registrar, Labette Community College, 200 S. 14th St. , Parsons, KS 67357.

Fax Request: 620-421-2309, Attn: Cindy.

Email Request: cindyd@labette.edu.

If you fax or email the request, you will need to contact the Business Office at 620.421.6700 ext. 1282 and give them your debit or credit card information before the diploma will be ordered.