

## FARMINGTON PUBLIC SCHOOL DISTRICT INTEROFFICE MEMORANDUM

**TO:** Administrators & Secretaries  
**FROM:** Cynda Nelson, Business Services  
**SUBJECT:** Records and Transcript Request Charges  
**DATE:** 5/18/23

**\$23.93** per hour plus **.10¢** per copy should be charged for clerical time to address requests for records.

Transcripts for students who graduated from 2000 through present should be ordered using the **Parchment** online transcript service. Farmington Public School District does not charge a transcript fee when graduates use Parchment. The District's transcript fee has been replaced by a small fee that Parchment may charge users.

The charge for transcripts for records from 1999 and before requested from Central Office is **\$6.00** and there are multiple methods of payment for transcripts and duplicate diplomas: Credit Card, ACH Debit Card, Money Order and Cash. If a person uses the ACH Debit Card method there will be a week delay before mailing the transcript to assure there are sufficient funds in their account. **Personal checks are not accepted as payment for transcripts or duplicate diploma requests.** This will eliminate returned checks for insufficient funds after the person has already received their transcript or duplicate diploma.

The following charges are in effect:

Records ordered using Parchment	No Charge <b>by District</b>
Records from <b>1999 and Before</b>	\$ 6.00
Duplicate Diploma Requests	\$21.00

Duplicate diplomas are generated at the respective high schools after confirming graduation credits on the student's transcript. After graduation credits are approved by the counselors **and** building principal, a duplicate diploma shall be prepared, signed by the principal and forwarded to the Superintendent's Office for Board member signatures at the next scheduled Board meeting. The money should be collected prior to starting the process, and the person requesting the duplicate diploma should be made aware that this procedure could take up to 4-6 weeks. The building can put this money in their internal accounts. Monies collected at Central Office should be forwarded to Business Services, Accounts Receivable for processing.

If you have any questions or require additional information, please fee free to contact Laura Goluban at x3402.