

OKLAHOMA STATE DEPARTMENT OF EDUCATION
2500 North Lincoln Blvd, Rm 210
Oklahoma City, OK 73105-4599

APPLICATION FOR OKLAHOMA HIGH SCHOOL DIPLOMA

To apply for an Oklahoma High School Diploma, complete this application and submit to SDE.Compliance@sde.ok.gov email address along with the following documents:

1. Official transcript from an accredited Oklahoma college or university with 30 earned credit hours.
Any person who has been admitted to any accredited college or university may be awarded a high school diploma by the State Department of Education within this state, provided that such person has successfully completed at least thirty (30) hours of college work at an accredited college or university. Title 70 O.S. § 24-116

OR

Official transcript from an accredited out of state college or university with 30 earned credit hours.
Any person who has previously been an Oklahoma student and has earned at least thirty (30) hours of college credit at an accredited college or university may apply for a diploma under this section, regardless of whether the credits were earned at an institution located in Oklahoma. A former Oklahoma student applying for a diploma after earning credits from an accredited college or university outside Oklahoma must submit an official transcript showing credits earned, as well as documentation showing that the applicant was previously an Oklahoma student. OAC 210: 35-3-47

2. Email a copy of the current government issued photo ID, i.e. Driver's License, State ID or Passport

Name: _____
First Middle Last

Date of Birth: _____ Country of Birth: _____

Home Address: _____
Street Apartment Number
City State Zip Code

Mailing Address: _____
(If different than home address) Street Apartment Number
City State Zip Code

Mail to you _____ Pick up _____ Cell Phone: _____

E-mail Address: _____

Signature of Applicant Date

TO BE COMPLETED BY THE OKLAHOMA STATE DEPARTMENT OF EDUCATION

OSDE Approval: _____ Date: _____

Application for Oklahoma High School Diploma Frequently Asked Questions:

Please send all documentation to SDE.Compliance@sde.ok.gov

Q: Is there a fee to process the application?

A: No. This is a free service.

Q: How long does it take to process an application?

A: When the application and all documentation has been received, it should be processed and returned to you in approximately 5-7 business days. OR you may request to pick it up 1-2 business days. If an application is received in the mail, it will be processed and should be returned to you in approximately 10 days.

Q: Is my college accredited?

A: A list of accredited Oklahoma colleges and universities can be found on the website of the Oklahoma State Regents for Higher Education at www.okhighered.org.

Q: Will you accept an out-of-state college transcript?

A: If your college hours have been earned from an out-of-state institution, your transcript must be interpreted by an official from an accredited Oklahoma college or university (see link above for list). You will need to submit your official out-of-state transcript along with a letter from the Oklahoma institution that states the number of transferable hours.

Q: What if the name on my transcript does not match the name on my photo ID?

A: Legal documentation of name change will also need to be provided.

Q: What is the allowable proof of prior enrollment in an Oklahoma school?

A: A high school transcript, report card or verification letter on school letterhead.

Q: Who do I contact if I have additional questions?

A: Please contact the Office of Compliance. SDE.Compliance@sde.ok.gov