



# How to Track Down your High School Diploma

Develop Members must have a High School Diploma or GED to earn a step above Foundational Awareness on the [Minnesota Career Lattice](#). There are a few different [Acceptable Documents](#) Achieve can accept to verify your date of high school graduation during the membership application process. If you can't find your high school diploma, and you don't have another Acceptable Document to prove your high school graduation, like a CDA or Official College Transcript, don't panic! There are resources available to help you locate your records, even if your high school has closed.

## Reach out to your high school or the school districts office.

- » High schools and school districts are the best resource to check first. They can often provide proof of graduation through a replacement diploma or a transcript showing your graduation year.

## Check [Parchment.com](#)

- » Many high schools partner with Parchment, a transcript ordering service, so that you can order transcripts showing your high school graduation year online.

## Contact the [Department of Education](#) in the state where you attended High School

- » The Department of Education has records of current and past high schools and should be able to guide you in the right direction to retain a copy of your diploma or transcript.

Unlike official college transcripts, which must be sent directly to Achieve by the transcript ordering service, once you have a copy of your high school diploma or transcript, you should keep the original for yourself and send a copy to Achieve using one of the following methods:



[support@mncpd.org](mailto:support@mncpd.org)



877-379-2467



Achieve  
2908 Marketplace Dr  
Suite #103  
Fitchburg, WI 53719

If you continue to have difficulty locating your high school records, email us at [support@mncpd.org](mailto:support@mncpd.org). We are here to support your climb on the Minnesota Career Lattice!

