

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 13
August 26, 1988

SUBJECT: ADULT DIPLOMAS

- I. Type of Diploma Issued
- II. Procedure for Requisitioning Diplomas

This revision supersedes the bulletin of the same number issued on December 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. TYPE OF DIPLOMA ISSUED

Community adult schools and centers issue one type of adult high school diploma. Designation of majors is not imprinted on the diploma. Such notation, if desired by the student or the school, should be included on the student's cumulative record.

II. PROCEDURE FOR REQUISITIONING DIPLOMAS

- A. The Business Services Division distributes an annual reference list, usually in the fall, designating deadlines for submission of diploma orders for the school year.
- B. Schools place orders, semi-annually, with the vendor awarded the contract for this service by the Business Services Division. Charges are made against the school IMA account, based on billing of this vendor.
- C. Schools may place separate orders for major branch locations with the branch name imprinted instead of the parent school (i.e., Eagle Rock instead of Franklin). Such orders are to be mailed and billed to the parent school.

For assistance, please telephone Tom Trotter, Supervisor, Adult Counseling and Guidance, at (213)625-6662.

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Division of Adult and Occupational Education

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