



MISSISSIPPI

COMMUNITY COLLEGE BOARD

3825 Ridgewood Road ▪ Jackson, MS 39211 ▪ Phone: (601) 432-6518 ▪ Fax (601) 432-6890

TO WHOM IT MAY CONCERN:

Thank you for contacting the Mississippi Community College Board in regards to requesting a copy of your High School Equivalency diploma or transcript. We regret to inform you that our office is no longer able to fulfill your order.

Enclosed is a copy of your request along with your money order.

Below are the procedures that need to be followed for you to request a copy:

1. Go to the following website: www.diplomasender.com
2. Under Students & Test-Takers, choose **Create an Account**
3. Select the state in which you took your test: **Mississippi**
4. Choose Next
5. **Create a User Name and Password**
 - a. Enter your email address to be used as your username for DiplomaSender
 - b. Create a password you would like to use for DiplomaSender
 - i. Must be a minimum of 8 characters long and will be case sensitive
6. **Provide the requested information to find your record.**
7. **Choose Type of test you took:** Paper-Pencil or Computer Based
8. **Answer the question:** How long ago did you take your test?
9. Choose Next
10. You will be asked a series of identification/security questions.
11. Choose Next
12. Diploma Sender will generate your documents.

Next you will have a choice of selecting which documents (diploma or transcript) that you want, order details, giving consent, and payment (\$15).