[Your school’s letterhead (name school and address)]
[place & date (dd-mm-yyyy)]

To whom it may concern,

This is to certify that [name of student], with Date of birth: [dd-mm-yyyy] is currently a student at [name school, place, country] and has the following:

List of subjects & respective grades in Secondary Education (by Academic year):
[List here subjects; grades]

Current Secondary Education Average:
[State here the Secondary Education Grade Average up to date of Diploma Statement]

Predicted exams in the following subjects\*:
[List here the subjects; expected grades; date of examination; date or grade announcement]

Expected Secondary Education Average:
[State here the Expected Secondary Education Grade Average at date of Graduation]

The Student is expected to graduate on [dd-mm-yyyy] and will receive the [State here the name official diploma in the original language].

Signed by,

[name & signature][stamp of school]

[title]

[email address]