[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]