**Louisiana State Diploma Distribution**

**DIPLOMA ORDER FORM**

For security purposes, diplomas are sent from the Office of State Printing via FedEx/UPS directly to the Superintendent’s address (or nonpublic principal) to the attention of the Diploma and Transcript Contact Person. ***A signature is required and will serve as a confirmation receipt of the diploma order placed***.

Please provide the following information:

|  |  |
| --- | --- |
| **Type of Agency**  (LEA, Charter, NP, Special School, Lab School) |  |
| **LEA Code or School Sitecode** |  |
| **District / School Name** |  |
| **Attention:**  (Name of Diploma and Transcript Contact) |  |
| **Title** |  |
| **Phone Number** |  |
| **Email Address(es)** |  |

|  |  |
| --- | --- |
| **TOTAL DIPLOMAS ORDERED FOR 12 MONTHS** *(2016 graduates and OTS reissued)*  Order enough to cover midterm and summer graduates, and printing errors. Thus, we recommend at least a 10% overage. The LDOE will cover the costs for the initial order and distribution, but districts will be billed directly by State Printing for orders made after the deadline and throughout the school year. | |
| **Public Schools (includes Type 4 & 5 Charters, Lab and Special Schools)** | |
| **NEW GRAD: LA Basic Core** |  |
| **NEW GRAD: LA Core 4** |  |
| **NEW GRAD: Career** |  |
| **NEW GRAD & OTS: Certificate of Achievement** |  |
| **OTS: Regular (for Reissued)** |  |
| **Type 2 Charter Schools** | |
| **NEW GRAD: Type 2 Charter LA Basic Core** |  |
| **NEW GRAD: Type 2 Charter LA Core 4** |  |
| **NEW GRAD: Type 2 Charter Career** |  |
| **Nonpublic Schools** | |
| **Nonpublic LA Basic Core** |  |
| **Nonpublic LA Core 4** |  |
| TOTAL |  |

**Email this order form and direct questions to Zoa.Bain@la.gov. (Deadline: March 11, 2016)**

Louisiana Department of Education, Office of Student Opportunities