



LOUISIANA DEPARTMENT OF EDUCATION

To obtain a copy of your high school diploma contact your local school board office directly. Effective July 1, 2013, the Louisiana Department of Education will redirect requests for reissued high school diplomas directly to the local governing authority issuing the original.

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS

Duplicate Transcripts (\$5.00*each)

***Money Orders, Cashier Checks, and Company Checks made payable to LA Department of Education can be accepted.** Cash and personal checks **are not** accepted. If you are requesting more than one copy, you may combine totals amount and submit one method of payment. **Fees are nonrefundable.**

Indicate below where the transcript is to be mailed.

Graduate's Mailing Address

Other Mailing Address

Please read the top of the form carefully and provide the proper addresses. <u>Not responsible if illegible.</u>	
Graduate's Mailing Address:	Other Mailing Address:
_____	Name of Company, Institution, etc.:
_____	_____
_____	Attn: _____
_____	_____

PRINT or TYPE the following information:

Student's Current Name (First, Middle, Last)

Date of Birth (Month, Day, Year)

Student's Name When She/He Graduated (First, Middle, Last)

Social Security Number

Month & Year of Graduation

Name of High School

School Location (Parish & City)

Signature of Graduate

Today's Date

Contact Number ()

Area Code and phone number in case we need to reach you.

Return this completed form, copy of either a driver's license or other state-issued ID and the appropriate fee to:

Louisiana Department of Education ATTN: Duplicate Transcripts Post Office Box 94064 Baton Rouge, LA 70804-9064 Physical Address: Louisiana Department of Education ATTN: Duplicate Transcripts 1201 North Third Street, 4-147 Baton Rouge, LA 70802
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Notice: The Louisiana Department of Education releases student records in accordance with the CFR 34.99, Family Educational Rights and Privacy Act (FERPA) which <u>does not</u> require immediate release of copies of student transcripts. Requests are processed within 45 business days.

Revised 07/01/13

Louisiana Believes