



LOUISIANA DEPARTMENT OF EDUCATION

DUPLICATE TRANSCRIPT REQUEST FORM

NOTE: To request a copy of your high school diploma contact your local school board office directly.

Transcript Requests Require:

- A **non-refundable** \$5.00 processing fee per transcript.
 - Money order, cashier or company check should be made payable to the Louisiana Department of Education.
 - Cash **not** accepted.
- A copy of the requestor's driver's license or other state-issued ID.
- The completed Duplicate Transcript Request Form.

By signing below, I request that the Louisiana Department of Education (LDE) access my records for the purpose of providing a duplicate high school transcript. I CONSENT to the LDE accessing my personal information listed below for the purposes stated above.

Signature

Full Name (First, Middle, Last)

Date

Email Address

Indicate below where the transcript is to be mailed. Not responsible if illegible.

Graduate's Mailing Address

Other Mailing Address

Both Addresses below

Graduate's Mailing Address	Other Mailing Address (Company, Institution, etc.)
_____ _____ _____	_____ ATTN: _____ _____ _____

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

Date of Birth (Month, Day, Year)

Social Security Number

Month & Year of Graduation Name of High School

School Location (Parish & City)

Contact Telephone Number (including area code)

Mail this completed form, a copy a state-issued ID, and the \$5 fee to:

Louisiana Department of Education
ATTN: Duplicate Transcripts
 Post Office Box 94064
 Baton Rouge, LA 70804-9064

Questions can be directed to Transcripts@la.gov.

NOTICE: The Louisiana Department of Education releases student records in accordance with the CFR 34.99, Family Educational Rights and Privacy Act (FERPA) which does not require immediate release of copies of student transcripts. Requests are processed within 45 business days.