



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
 POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
 Toll Free #: 1-877-453-2721
 http://www.louisianaschools.net

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

*(For a copy of GED Score/Diploma, **DO NOT COMPLETE THIS FORM**. Please contact the Division of Dropout Prevention, Adult and Family Services at 225-342-3726.)*

<input type="checkbox"/> Reissued Diplomas (\$20.00* each) will be sent directly to the school system for required signatures by the current local Superintendent, the School Board President, the local high school Principal, and then mailed to the address(es) indicated below. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address	<input type="checkbox"/> Duplicate Transcripts (\$5.00* each) will be mailed to the address(es) indicated below. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address
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***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 of these items, you may combine the fees and submit one payment for the total amount. **Fees are nonrefundable.**

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)

Please read the top of the form carefully and provide the proper addresses.	
Graduate's Mailing Address: _____ _____ _____ _____	Other Mailing Address: Name of Company, Institution, etc.: _____ Attn: _____ _____ _____

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

Signature of Graduate	Duplicate Transcripts & Reissued Diplomas
Today's Date	Louisiana Department of Education
	Post Office Box 94064
	Baton Rouge, LA 70804-9064

"An Equal Opportunity Employer"