

Lafourche Parish School Board

P.O. BOX 879
THIBODAUX, LOUISIANA 70302-0879
PHONE: 985-446-5631
FAX: 985-446-0801

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR DIPLOMAS

*For a copy of GED Score/Diploma, **DO NOT COMPLETE THIS FORM.**
Please contact the Louisiana Community and Technical College-LCTCS, 225-922-2800, www.lctcs.edu*

<input type="checkbox"/> Duplicate Diplomas (\$10.00* each) () Please forward completed diploma to the Graduate's address listed below () Please forward completed diploma to an address other than the graduate's. (See "Other Mailing Address" below.)	<input type="checkbox"/> Duplicate Transcript (\$5.00* each) Will be mailed directly to the graduate unless indicated otherwise below. () Please forward transcript to an address other than the graduate's. (See "Other Mailing Address" below.)
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*** Money Orders, Cashier's Check, or Company Checks should be made payable to Lafourche Parish School Board. Cash payments should be exact – change isn't always available. **Personal checks are not accepted.** If you are requesting more than one of these items, you may submit one payment for the total amount. Fees are nonrefundable. Please allow 14-21 days for processing.**

PRINT or TYPE the following information:

_____		_____
Current Name (First, Middle, Last)		Date of Birth (Month, Day, Year)
_____		_____
Graduate's Name (First, Middle, Last (maiden) Name)		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:
_____	<i>Name of Company, Institution, etc.:</i>
_____	_____
_____	_____
_____	_____
Phone #: _____	Attention: _____

Signature of Graduate

Date

Return this completed form and the appropriate fee(s) to:
Lafourche Parish School Board
Attn: Emily Foret
805 E. 7th Street
PO Box 879
Thibodaux, LA 70302

Effective: 8/01/14