



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 total amount and submit one method of payment. **Fees are nonrefundable.**

I have requested that the Louisiana Department of Education (LDE) access my records for the purpose of providing a (check the duplicate document being requested):

- Duplicate Transcript Duplicate Documentation Certificate of Achievement

I agree that the LDE will have access to the following personally identifiable information (check all that applies):

- Full Name Social Security Number Date of Birth (DOB)

I CONSENT to the LDE accessing my personal information listed above for the purposes stated above.

Signature

My Full Name (please print – First, Middle, Last)

Date

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 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)

Return this completed form, a 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

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.

Louisiana Believes

Revised 06/26/15