



LIVINGSTON PARISH PUBLIC SCHOOLS

P.O. Box 1130
 Livingston, La 70754
 Ph: 225-686-7044 Fax: 225-686-4334
www.lpsb.org

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 the La. Department of Education 877-453-2721)

<input type="checkbox"/> Reissued Diploma (\$15.00*) will be sent directly to appropriate individuals for the required signatures by the current local school 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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***Cash, and Money Orders made payable to Livingston Parish Public Schools can be 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 non-refundable.**

PRINT OR TYPE THE FOLLOWING INFORMATION

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

 Date of Birth (Month, Day, Year)

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

 Social Security Number

 Month & Year of Graduation

 Name of High School

 City

Please read the top of the form carefully and provide the proper addresses:	
Graduate's Mailing Address:	Other Mailing Address:
	Attn:

 Signature of Graduate

 Today's Date

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

**Duplicate Transcripts & Reissued Diploma's
 Livingston Parish Public Schools
 P.O. Box 1130
 Livingston, LA 70754**