



LAFOURCHE PARISH SCHOOL DISTRICT

REQUEST FOR HIGH SCHOOL DUPLICATE DIPLOMAS/TRANSCRIPTS

Duplicate diplomas/transcripts require a non-refundable processing fee. Money Orders, Cashier Checks, and Company Checks should be made payable to Lafourche Parish School Board. Personal checks are not accepted. Cash payments should be exact – change is not available. If you are requesting more than one item, you may combine the total amount and submit one method of payment. Please allow 14-21 days for processing of duplicate diplomas.

I have requested that Lafourche Parish School District (LPSD) access my records for the purpose of providing:

- Duplicate Diploma (\$10.00) Duplicate Transcript (\$5.00)

I agree that LPSD will have access to the following personally identifiable information:

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

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

Signature

My Full Name (First, Middle, Last)

Date

Email Address

Indicate below where the diploma/transcript is to be mailed:

<input type="checkbox"/> Graduate's Mailing Address	<input type="checkbox"/> Other Mailing Address
_____ _____ _____	Name of Company, Institution, etc. _____ ATTN: _____

Student's Name at time of Graduation (First, Middle, Last)
(PLEASE PRINT)

Date of Birth (Month, Day, Year)

Month/Year of Graduation

Social Security Number

Name of High School

Contact Phone Number (with area code)

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

Lafourche Parish School Board
Attn: Mindy Roberson
PO BOX 879
Thibodaux, LA 70302

Physical Address: Lafourche Parish School Board
ATTN: Mindy Roberson
805 E 7th Street
Thibodaux, LA 70301