



# LAFOURCHE PARISH SCHOOL DISTRICT

## REQUEST FOR HIGH SCHOOL DUPLICATE DIPLOMAS/TRANSCRIPTS

Duplicate diplomas/transcripts require a processing fee which is non-refundable. 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 isn't always available. If you are requesting more than one item, you may combine the total amount and submit one method of payment.

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)

\_\_\_\_\_  
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: Emily Foret  
PO BOX 879  
Thibodaux, LA 70302

Physical Address: Lafourche Parish School Board  
ATTN: Emily Foret  
805 E 7<sup>th</sup> Street  
Thibodaux, LA 70301