

St. Helena Parish School Board
354 Sitman Street
Post Office Box 540
Greensburg, LA 70441
Phone Number (225) 222-4349

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND /OR DIPLOMAS

<input type="checkbox"/> <u>REISSUED DIPLOMAS (ONE COPY OF TRANSCRIPT INCLUDED)</u> (\$20.00 each) will be mailed directly to the graduate unless indicated otherwise below. () Please forward diploma to an address other than the graduate's address (See "Other Mailing Addresses" below).	<input type="checkbox"/> <u>DUPLICATE TRANSCRIPT ONLY</u> (\$5.00 each) will be mailed directly to the graduate unless indicated other wise below. () Please forward transcript to an address other than the graduate's address (See "Other Mailing Addresses" below).
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For a copy of GED Score/Diploma, please contact the State of Louisiana Department of Education Division of Family Career and Technical Education at 225-342-0444; DO NOT COMPLETE THIS FORM or visit their website [http:// www.doe.state.la.us](http://www.doe.state.la.us).

Money Orders accepted only and made payable to: St. Helena Parish School Board
 If you are requesting more than one of these items; you may submit one payment for the total amount.
FEES ARE NONREFUNDABLE.

PRINT or TYPE the following information:

Student's current Name (First, Middle, Last)	Date of Birth (Month, Day, and Year)
Student's Name When She/He Graduated (First, Middle, Last)	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 ADDRESS	
Graduate's Mailing Address & Telephone No: _____ _____ _____ _____	Other Mailing Address: Name of Company, Institution, etc.: Attention: _____ _____ _____

Return this completed form, copy of either a Driver's License, or other State-issued ID and the appropriate fee(s) to:

St. Helena Parish School Board
 ATTN: Office of the Superintendent
 Post Office Box 540
 Greensburg, LA 70441

 Signature of Graduate

 Date

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**Duplicate High School Transcripts and Reissued Diplomas
Policies and Procedures**

To request a copy of a high school transcript or reissued diploma, please follow these steps:

1. Complete the enclosed request form. Be sure to include the correct year of graduation and high school. *If the graduate received a GED, Please DO NOT complete this form, contact the Division of Family, Career and Technical Education at 225-342-0444.*
2. Because these records are confidential, the graduate must authorize their release. If a second or third-party individual or agency is making the request on behalf of the graduate, the request must include a signed release statement from the graduate.
3. Include the appropriate fees. There is a non-refundable processing fee of \$5.00 per Transcript and \$20.00 per diploma (copy of transcript included). We accept money orders only. Fees are non-refundable.

Important Notice: If you graduated from an independent private school that has been closed - duplicate diplomas cannot be issued, please contact The State Department of Education at 225-342-9969.

4. The mail-in process for transcripts and reissued diplomas may take up to 3 weeks from the date of receiving request. St. Helena Parish School Board will mail transcript or reissued diploma as indicated by the requestor. Request for duplicate transcripts and reissued diplomas will NOT be processed until fees are received.
5. *Return this completed form, copy of either a Driver's License, or other State-issued ID and the appropriate fee(s) to:*

St. Helena Parish School Board
ATTN: Office of the Superintendent
Post Office Box 540
Greensburg, LA 70441

6. Please make money orders and company checks payable to:
St. Helena Parish School Board