



**LIVINGSTON PARISH PUBLIC SCHOOLS**

P.O. Box 1130

Livingston, La 70754

Ph: 225-686-7044 Fax: 225-686-4334

[www.lpsb.org](http://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 Louisiana Community and Technical College-LCTCS, 225-922-2800, [www.lctcs.edu](http://www.lctcs.edu))

<p><input type="checkbox"/> <b>Reissued Diploma (\$15.00*)</b> 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.</p> <p><input type="checkbox"/> Graduate's Mailing Address  <input type="checkbox"/> Other Mailing Address</p>	<p><input type="checkbox"/> <b>Duplicate Transcripts (\$5.00* each)</b> will be mailed to the address (es) indicated below.</p> <p><input type="checkbox"/> Graduate's Mailing Address  <input type="checkbox"/> Other Mailing Address</p>
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**\*Money Orders, Cashier Checks, Company Checks and Personal Checks made payable to Livingston Parish Public Schools can be accepted. Cash is accepted **ONLY** in person (**must have correct change**). If you are requesting more than one of these items, you may combine the fees and submit one payment for the total amount.**

**Please allow **10 business days** for processing and delivery.**

**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:	
<b>Graduate's Mailing Address:</b>	<b>Other Mailing Address:</b>
	<b>Attn:</b>

\_\_\_\_\_  
Signature of Graduate

\_\_\_\_\_  
Today's Date

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

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