

Claiborne Parish Schools

P.O. Box 600, Homer, LA 71040

www.claibornepsb.org / 318-927-3502

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR DIPLOMAS

(For a copy of GED Score/Diploma, please use the *Request for GED Scores and Replacement Diploma* on our website.)

Duplicate Transcripts (\$2.00 each), Duplicate Diplomas (\$10.00 each) – Money Orders, Cashier Checks, and Company Checks made payable to Claiborne Parish School Board can be accepted. Cash and personal checks **are not** accepted, unless you are picking up the requested document in person. If you are requesting more than one copy, you may combine the total amount and submit one method of payment. **Fees are nonrefundable.**

I have requested that the Claiborne Parish School Board access my records for the purpose of providing a (check the duplicate document being requested):

Duplicate Transcript (\$2.00 each)

Duplicate Diploma (\$10.00 each)

I agree that the CPSB will have access to the following personally identifiable information (check all that applies):

Full Name

Social Security Number

Date of Birth (DOB)

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

Signature

My Full Name (please print – First, Middle, Last)

Date

Indicate below where the transcript is to be mailed.

Graduate's Mailing Address

Other Mailing Address

Please read the top of the form carefully and provide the proper addresses. Not responsible if illegible	
Graduate's Mailing Address	Other Mailing Address
_____ _____ _____	Name of Company, Institution, etc.: _____ ATTN: _____ _____ _____

PRINT or TYPE the following information:

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

Date of Birth (Month, Day, Year)

Social Security Number

Month & Year of Graduation

Contact Telephone Number (including area code)

Name of High School

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

Notice: Claiborne Parish School Board releases student records in accordance with the CFR 34.99, Family Educational Rights and Privacy Act (FERPA) which does not require immediate release of copies of student transcripts. Requests are processed within 45 days.