

Reissued Diploma Form

Calcasieu Parish Schools
Department of Management Information Services
3310 East Broad Street
Lake Charles, LA 70615
Phone: 337-217-4180
Fax: 337-217-4181
Email: MISrequest@cpsb.org

Requests for reissued diplomas are made to the MIS department of Calcasieu Parish Schools. We can only provide replacement diplomas to those individuals that graduated from a CPSB institution. If you were issued a GED diploma, you will need to contact the La. Dept. of Education for the diploma replacement. Contact information for that department is on the previous web page.

Diploma request forms will be processed between 24-48 hours in accordance with the current CPSB district calendar.

The name listed on the diploma will match the name on the official state transcript.

Please Print or Type:

Student's Current Name (First, Middle, Last)

Date of Birth (Month, Day, Year)

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

Social Security Number

Student's Current Address (Street Name & Number)

City

State

Zip

()

()

Student's Current Home Phone Number

Student's Current Cell Phone Number

Month & Year of Graduation

Name of High School

Signature of Graduate

Today's Date

Requirements needed to process form:

- **A payment of \$10. Please follow the link to submit form and online payment. A small service fee will be added. If paying in person, please bring \$10 money order to the CPSB main office on Broad Street.**
- **A copy of your driver's license or other state issued ID is required to process reissued diploma form. Please email a copy to MISrequest@cpsb.org or provide it in person at the CPSB main office on Broad Street.**

Please check below to indicate how you would like to receive your reissued diploma:

The diploma will be mailed to the graduate's address listed above.

The diploma will be picked up by graduate at the CPSB main office on Broad Street. ***You will be notified by phone when your diploma is ready for pickup. ID required upon arrival.***

Notes: _____

*Save and email completed form and ID to MISrequest@cpsb.org

*You will need to create an account and add profile (any ID number can be entered/used)