

Transcript Release 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 transcripts are made to the principal of the school you last attended. If the school has closed or merged with another school, the MIS office can access the Louisiana Transcript Program to get copies. However, the program that we have access to does not include information for students that received a GED diploma. See the Diploma Request Form for more details about GED scores and diplomas.

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

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
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Note: A copy of your driver's license or other state issued ID is required to process transcript form. Please email a copy to MISrequest@cpsb.org or provide it in person at the CPSB main office on Broad Street.

The transcript will be mailed to graduate's address listed above unless indicated by completing the information below:

- The transcript will be picked up by the graduate at the CPSB main office on Broad Street. ***You will be notified by phone when your transcript is ready for pickup. ID required upon arrival.***
- The transcript will be mailed to the entity below ***ONLY***.
- The transcript should be mailed to both the entity below and to the graduate.

Name of Company, Institution, etc.

Attn: _____

Address

City State Zip

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