

## DUPLICATE DIPLOMA REQUEST FOR ALUMNI

### Please PRINT CLEARLY

\_\_\_\_\_ **\*Duplicate Diploma Requested** (Note: We have some copies of diplomas on file. However, we do NOT have any prior to the Class of 2004)

***(\*Please contact us directly by telephone (985-643-7359) and/or e-mail  
([Cynthia.Boudreau@stpsb.org](mailto:Cynthia.Boudreau@stpsb.org) OR [Deborah.Pfeifer@stpsb.org](mailto:Deborah.Pfeifer@stpsb.org) for this service)***

Current Name: \_\_\_\_\_

Last Name (if different when attending Salmen): \_\_\_\_\_

Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Include city, state and zip code)

Social Security Number: XXX-XX \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

A copy of your proof of identity (i.e. driver's license) **MUST accompany** your request. This may be emailed, faxed or mailed to Salmen's office.

**\*\*If we do NOT have a copy of your diploma on file, a request for a duplicate High School Diploma is available. Cost for a duplicate diploma is \$10.00. Mail money order or check (in advance) payable to Salmen at the address below.**

*\*A transcript must be researched prior to submitting an order for the diploma – processing time is approximately 2 weeks. **Please contact us directly by telephone for this service.***

**QUESTIONS, please contact us at 985-643-7359 Mrs. Boudreau (Ext. 2302)  
OR Mrs. Pfeifer (Ext. 2305)**

Or via e-mail at: [Cynthia.Boudreau@stpsb.org](mailto:Cynthia.Boudreau@stpsb.org) OR [Deborah.Pfeifer@stpsb.org](mailto:Deborah.Pfeifer@stpsb.org)

**(\*Best way to request is via e-mal)**

**Main Office Fax #: 985-645-8776**

**Salmen High School, 300 Spartan Dr., Slidell, LA 70458**

Revised: 4/16/24