



# St. Bernard Parish School Board

200 East St. Bernard Highway

Chalmette, LA 70043

Phone (504) 301-2000 Fax (504) 301-2010

www.stbernard.k12.la.us

## REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND /OR REISSUED DIPLOMAS

FOR A COPY OF GED SCORE/Diploma, please contact the Louisiana Department of Education, Division of Family, Career and Technical Education at (225) 922-2800. **Do Not Complete this Form.**

**Reissued Diplomas (\$5.00\* each)** will take approximately 15 business days to process. Diplomas will be signed by the current Superintendent, School Board President and high school principal and will be mailed to the graduate unless indicated otherwise below.

( ) Please mail to address other than the graduate's (See "Other Mailing Address" below)

**Duplicate Transcripts (\$2.00\* each)** will be mailed to the graduate unless indicated otherwise below.

( ) Please mail transcript to an address other than the graduate's. (See "Other Mailing Address below")

**\*Money orders should be made payable to the St. Bernard Parish School Board or exact cash should be enclosed. No Checks are allowed.** If you are requesting more than one of these items, you may submit one payment for the total amount. **Fees are nonrefundable.**

### **PRINT or TYPE the following information:**

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

\_\_\_\_\_  
Date of Birth (Month, Day, Year)

\_\_\_\_\_  
Social Security number

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

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Month & Year of Graduation

\_\_\_\_\_  
Name of High School

**Please read the top of the form carefully and provide the proper addresses.**

Graduate's Mailing Address	Other Mailing Address:
	Name of Company, Institution, etc:
	Attn: _____
	_____

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

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

Return this completed form, a copy of either a driver's license or other state-issued ID, and the appropriate fee(s) in person or by mail to address at the top of this form.