



# Iberville Parish School Board

P.O. BOX 151 • PLAQUEMINE, LA 70765-0151 • PH. (225) 687-4341 • FAX (225) 687-4416 • www.ipsb.net

## REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS/DIPLOMAS

**Duplicate Transcripts/Diplomas (\$10.00 each) – Cash, Money Orders, Cashier Checks, and Company Checks made payable to Iberville Parish School Board can be accepted.** Personal checks are **not** accepted. If you are requesting more than one copy, you may combine total amount and submit one method of payment. **Fees are nonrefundable.**

I have requested that the Iberville Parish School Board access my records for the purpose of providing a:

- Duplicate Transcript       Duplicate Diploma

I agree that the IPSB will have access to the following personally identifiable information:

- Full Name       Social Security Number       Date of Birth (DOB)

I CONSENT to the IPSB 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. <u>Not responsible if illegible.</u>	
Graduate's Mailing Address:	Other Mailing Address:
_____ _____ _____	Name of Company, Institution, etc.: _____ _____ ATTN: _____ _____

**PRINT or TYPE the following information:**

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

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

\_\_\_\_\_  
Social Security Number

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

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

\_\_\_\_\_  
School Location (Parish & City)

\_\_\_\_\_  
Contact Telephone Number (including area code)

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

Iberville Parish School Board  
**ATTN: Duplicate Transcripts/Diplomas**  
Post Office Box 151  
Plaquemine, LA 70765-0151

**Physical Address:** Iberville Parish School Board  
**ATTN: Duplicate Transcripts/Diplomas**  
58030 Plaquemine Street  
Plaquemine, LA 70764

Questions: Email: [micheletheriot@ipsb.education](mailto:micheletheriot@ipsb.education)

**NOTICE:** The Iberville Parish School Board Office 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 business days.