



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: annarobertson@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.