St. Charles Parish Public Schools

STUDENT RECORDS REQUEST

To request a transcript or a duplicate diploma, please print and complete this form. Mail, hand-deliver, or fax this form to the address below. Payment **must** accompany this request or be paid at the time of pick up. We accept all major credit cards online through our payment portal (noted on request website). Money orders/company checks are accepted (via mail or in-person) and must be made payable to St. Charles Parish Public Schools. A copy of the student's State-issued driver's license or ID **must accompany all requests**. Records will be available within 5-7 business days.

☐ **I GRADUATED**

☐ **I DID NOT GRADUATE**

St. Charles Parish Public Schools
Attention: Student Records
13855 River Road
Luling, LA 70070

Inquiries via Phone: (985) 785-6289 Fax: (985) 785-9542 or Email at: studentrecords@wearescpps.org

☐ **Transcript** ($5.00 charge) ☐ **Duplicate Diploma Request** ($20.00 charge)

Date of Request: _____ Daytime Contact Phone #: ( ) _____

Personal Information:

Student's Name: _____
Last First Middle Maiden

Social Security # _____ Date of Birth: _____
Month/Day/Year

High School Attended: _____ Date of Graduation: _____
Destrehan, Hahnville, Bethune, Carver or Last Date of Attendance

Method of delivery: (Transcripts can be picked up, faxed, or mailed. Duplicate diplomas must be picked up or mailed)

☐ Will be picked up by: Name of Individual _____ (Photo ID required)

☐ Mail to address: Name of Individual/School/Entity: _____

Mailing Address: _____

City, State, ZIP: _____

☐ Email to: _____

I CONSENT to St. Charles Parish Public Schools accessing my personal information listed above for the purposes stated above.

Authorization to release: _____ _____
Student's Signature Date

Student's Printed Name: _____

Office Use Only: Date Processed: _____ By: _____ Amount Paid: _____
