



ORLEANS PARISH SCHOOL BOARD

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND /OR DIPLOMAS

Duplicate Diploma -\$20.00(each) - Duplicate Transcript- \$10.00(each) - **Money Order made payable to: Orleans Parish School Board** can be accepted. Cash and personal checks **are not** accepted. If you are requesting more than one copy, you may combine the total amount and submit one method of payment. **Fee are Nonrefundable.**

I have requested that the Orleans Parish School Board (OPSB) access my records for the purpose of providing a:

- Reissued Diploma or Certificate of Achievement Duplicate Transcript

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

- Full Name Social Security Number Date of Birth

I CONSENT to the OPSB accessing my personal information listed above for the purposes stated above.

Signature

My Full Name (please print – First, Middle, Last)

Date

For a copy of your GED (Scores/Diploma), DO NOT COMPLETE THIS FORM. Please contact the Louisiana Community & Technical College at 225-922-2800 or visit their website www.lctcs.edu

PLEASE READ THE TOP OF THE FORM CAREFULLY AND PROVIDE THE PROPER ADDRESS	
<input type="checkbox"/> Graduate's Mailing Address: _____ _____ _____	<input type="checkbox"/> Name of Company, Institution, etc.: Attention: _____ _____ _____

PRINT or TYPE the following information:

Student's Name When she/he Graduated (First, Middle, Last)

Date of Birth (Month, Day, and Year)

Social Security Number

Month & Year of Graduation Name of High School

School Location (Parish & City)

Contact Number (Including area code)

Return this completed form, copy of either a Driver's License, or other State-issued ID and the appropriate fee(s) to:

**Orleans Parish School Board
Attention: Student Records
3520 General de Gaulle Drive 5th Floor
New Orleans, LA 70114**

Notice: Orleans Parish School Board 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.



Orleans Parish School Board
3520 General de Gaulle Drive 5th Floor
New Orleans, LA 70114
Phone Number (504) 304-5680

Duplicate High School Transcripts and Reissued Diplomas Policies and Procedures

To request a copy of a high school transcript or reissued diploma, please follow these steps:

1. **Complete the request form. Be sure to include the correct year of graduation and high school. If the graduate received a GED, Please DO NOT complete this form, contact the Adult Education and GED Services Louisiana Community and Technical College System at 225-922-2800**
2. **Because these records are confidential, the graduate must authorize their release. If a second or third-party individual or agency is making the request on behalf of the graduate, the request must include a signed release statement from the graduate.**
3. **Include the appropriate fees. There is a non-refundable processing fee of \$10.00 per Transcript and \$20.00 per diploma. We can accept money orders, cashier's checks, and company checks. Fees are non-refundable.**

Important Notice: If you graduated from an independent private school that has been closed duplicate diplomas cannot be issued, please contact The State Department of Education at 225-342-9969.

4. **The mail-in process for transcripts and reissued diplomas takes 3 weeks from the date of receiving request. Orleans Parish School Board will mail transcript or reissued diploma as indicated by the requestor. Duplicate transcripts and reissued diplomas will NOT be released until fees are received.**
5. **Notice: Orleans Parish School Board 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**
6. **Please make money orders and company checks payable to:
Orleans Parish Public School Board**

**Return this completed form, copy of either a
Driver's License, or other State-issued ID and
the appropriate fee(s) to:**

**Orleans Parish School Board
Attention: Student Records
3520 General de Gaulle Drive 5th Floor
New Orleans, LA 70114**