



# LOUISIANA DEPARTMENT OF EDUCATION

## DUPLICATE TRANSCRIPT REQUEST FORM

**NOTE: To request a copy of your high school diploma contact your local school board office directly.**

### Transcript Requests Require:

- A **non-refundable** \$5.00 processing fee **per each transcript to be sent.**
  - Money order, cashier or company check should be made payable to the Louisiana Department of Education.
  - Cash and personal checks **not** accepted.
- A copy of the requestor's driver's license or other state-issued ID.
- The completed Duplicate Transcript Request Form.

By signing below, I request that the Louisiana Department of Education (LDE) access my records for the purpose of providing a duplicate high school transcript. I CONSENT to the LDE accessing my personal information listed below for the purposes stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name (First, Middle, Last)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

Indicate below where the transcript is to be mailed or emailed. Not responsible if illegible. **If verification only write next to email address.**

Graduate's Mailing Address

Other Mailing Address

Both Addresses below

Graduate's Mailing Address	Other Mailing Address (Company, Institution, etc.)
_____ _____ _____	_____ ATTN: _____ _____ _____

\_\_\_\_\_  
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)

**Mail this completed form, a copy a state-issued ID, and the \$5 fee per transcript to:**

Louisiana Department of Education  
**ATTN: Duplicate Transcripts**  
Post Office Box 94064  
Baton Rouge, LA 70804-9064

Questions can be directed to [Transcripts@la.gov](mailto:Transcripts@la.gov).

**NOTICE: The Louisiana Department of Education 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.**

7/17/2023