

## LOUISIANA STATE DIPLOMA ORDER FORM

**DEADLINE: March 10, 2017 (Orders will "NOT" be accepted after this date)**

For security purposes, diplomas are sent from the Office of State Printing via FedEx/UPS directly to the Superintendent's address (or nonpublic principal) to the attention of the Diploma and Transcript Contact Person. ***A signature is required and will serve as a confirmation receipt of the diploma order placed.***

Please provide the following information:

<b>Type of Agency</b> (LEA, Charter, NP, Special School, Lab School)	
<b>LEA Code or School Sitecode</b>	
<b>District / School Name</b>	
<b>Attention:</b> (Name of Diploma and Transcript Contact)	
<b>Title</b>	
<b>Phone Number</b>	
<b>Email Address(es)</b>	

### **TOTAL DIPLOMAS ORDERED FOR 12 MONTHS** (2017 graduates and OTS reissued)

Order enough to cover midterm and summer graduates, and printing errors. Thus, we recommend at least a 10% overage. The LDOE will cover the costs for the initial order and distribution, but districts will be billed directly by State Printing for orders made after the deadline and throughout the school year.

#### **Public Schools (includes Type 4 & 5 Charters, Lab and Special Schools)**

NEW GRAD: LA Basic Core	
NEW GRAD: LA Core 4	
NEW GRAD: LA TOPS University	
NEW GRAD: Career	
NEW GRAD & OTS: Certificate of Achievement	
OTS: Regular (for Reissued)	

#### **Type 2 Charter Schools**

NEW GRAD: Type 2 Charter LA Basic Core	
NEW GRAD: Type 2 Charter LA Core 4	
NEW GRAD: Type 2 Charter LA TOPS University	
NEW GRAD: Type 2 Charter Career	

#### **Nonpublic Schools**

Nonpublic LA Basic Core	
Nonpublic LA Core 4	
Nonpublic LA TOPS University	
<b>TOTAL</b>	

Email a completed order form to [Diane.McMahon@la.gov](mailto:Diane.McMahon@la.gov) (Office of State Printing). **Order Form Submission Deadline: March 10, 2017 (NO EXCEPTIONS).** Send all diploma related questions to [zoa.bain@la.gov](mailto:zoa.bain@la.gov).