

LOUISIANA STATE DIPLOMA ORDER FORM

DEADLINE: March 09, 2018 (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:

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

TOTAL DIPLOMAS ORDERED FOR 12 MONTHS (2018 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	
Nonpublic Career	
TOTAL	

Email a completed order form to Zoa.bain@la.gov. **Order Form Submission Deadline: March 09, 2018 (NO EXCEPTIONS)**. Send all diploma related questions to zoa.bain@la.gov.