

For Employers: Verify Education Records

Access to timely and accurate educational records is critical for employers making hiring decisions. The Louisiana Department of Education has partnered with **Parchment**, a secure online records platform, to provide a simple and reliable way for employers to confirm that a candidate has earned a high school diploma. Previously, diploma verification was a manual, paper-based process that could take weeks. With Parchment, requests are handled securely online, dramatically reducing turnaround times and ensuring employers receive the confirmation they need to move quickly in their hiring process. Please note that a small fee applies to each verification request.

LDOE is excited to share that most education verification requests are processed within three (3) business days. Please note, however, that exceptions may apply in certain circumstances. Additional time may be required if:

- A diploma record does not include a graduation date
- The request involves older records that must be retrieved from microfilm or legacy systems
- The name on the request does not match the name on file and requires identity confirmation
- The issuing school or district requires additional verification before release

In these situations, processing may extend beyond the standard three business days to ensure accuracy and compliance with state and federal requirements.

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.

Why This Matters for Employers

- **Fast & Reliable:** Timely confirmation of diploma status.
- **Secure & Accurate:** Records come directly from the Louisiana Department of Education.
- **Streamlined Process:** No waiting weeks for paper requests.

How Employers Can Verify Diplomas

1. Go to the Parchment Platform

- a. Visit <https://www.parchment.com/u/registration/51783999/institution>
- b. Select *ordering on behalf of someone else*
- c. Type in your email address
- d. Download the Learner Consent Form ([sample included on page 3](#))
- e. Select *continue*
- f. Create an account by filling in your **organization information:** Name, organization you work for, organization type, job title, cell phone number, address, and finally create a password.
- g. Select *create account & continue*
- h. Verify your email address using the code sent to your email
- i. Select *create account and continue*

2. Submit Candidate Information

- a. Complete the order form using the graduate's Information: Name, date of birth, and other identifying details
- b. Select the record(s) you would like to order: transcript or graduation verification
- c. Select how you would like to receive the records: electronically via email or via mail
- d. Complete the items details: Name of school, city, and parish of school
 - i. Upload copy of photo ID
 - ii. Select FERPA acknowledgement
 - iii. Upload completed consent form
- e. Add payment information to complete order

3. Receive Confirmation via Email

- a. Employers will receive an official verification of high school graduation, including the date the diploma was awarded.

Get Started Today

To begin verifying diplomas, visit <https://www.parchment.com/u/registration/51783999/institution> or use the QR code below.



Please contact transcripts@la.gov with questions.

Credential Request Authorization Form Example

Company/Organization Name: _____

Today's Date: _____

Applications Information

Name while enrolled in the institution: _____

Date of birth: _____

Street Address: _____

City: _____ State: _____ Postal code: _____

Email address: _____ Phone number: _____

Authorization

By signing this document, I authorize (enter receiving company/organization) to request (enter name(s) of institution(s) that has your credentials) to release my complete academic credential to (enter receiving company/organization)

I certify under penalty of law that I am the individual identified in this credential request, or I am the parent/guardian authorized to make this request (sign below)
