



Informing today, transforming tomorrow

514 Third Street • Lake Providence, Louisiana 71254 • Phone: (318) 559-2222 • www.e-carrollschool.org

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

Form with three columns: Reissued Diplomas (\$20.00\* each), Duplicate Transcripts (\$5.00\* each), Fees are nonrefundable; I NEED MY DOCUMENT(S); DO NOT WRITE IN THIS AREA. FOR OFFICE USE ONLY: TOTAL DUE, PAID, DATE.

\*Cash is accepted. Money orders and Cashier Check made payable to the East Carroll Parish School Board can be accepted. Personal checks are not accepted. If you are requesting more than one of these items, you may combine the fees and submit one payment for the total amount. Fees are nonrefundable.

PRINT OR TYPE THE FOLLOWING INFORMATION:

Student's Current Name (First, Middle, Last):

Date of Birth (Month, Day, Year):

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

Social Security Number:

Month & Year of Graduation: Name of High School:

School Location (Parish & City):

Table with 2 columns: Graduate's Mailing Address, Other Mailing Address. Includes fields for Name of Company, Institution, etc. and Attn.

Contact Number in case we need to reach you:

Phone Number

Signature of Graduate

Today's Date

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

ATTN: Duplicate Transcripts & Reissued Diplomas
Ruthie Auston
East Carroll Parish School Board
514 3rd Street
Lake Providence, LA 71254

Notice: The East Carroll 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. Request are processed within 45 business days.

## **DUPLICATE HIGH SCHOOL TRANSCRIPTS AND DIPLOMAS POLICIES AND PROCEDURES**

**Follow these steps to request a copy of a high school transcript or duplicate diploma:**

- 1.** Complete the enclosed request form. Be sure to include the correct year of graduation and high school.
- 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, they must submit a copy of the graduate's identification along with a signed release form in addition to the accompanying form.
- 3.** Include the appropriate fees. There is a nonrefundable processing fee of \$5.00 per Transcript and \$20.00 per Diploma. We can accept cash (exact change only), money orders or cashier's checks. Fees are nonrefundable.
- 4.** Transcripts and Diplomas require 7-14 days for processing. Duplicate transcripts and diplomas will NOT be processed until fees are received.
- 5.** Mail or hand-deliver the completed form and fees to the address on the bottom of the form.
- 6.** Please make money orders or cashiers checks payable to East Carroll Parish School Board.
- 7. WE DO NOT PROVIDE VERBAL VERIFICATION.**