



Natchitoches Parish School Board

310 Royal Street

P.O. Box 16

Natchitoches, LA 71458-0016

Phone: (318) 352-2358 | FAX: (318) 352-8138 | www.nat.k12.la.us

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

(For a copy of GED Score/Diploma, DO NOT COMPLETE THIS FORM.

Please contact the Division of Dropout Prevention, Adult and Family Services at 225-342-3726.)

Reissued Diplomas (\$10.00* each) will be sent directly to the school system for required signatures by the current local Superintendent, the School Board President, the local high school Principal, and then mailed to the address indicated below.

CHOOSE ONE:

Graduate's Mailing Address

Other Mailing Address

Duplicate Transcripts (\$2.00* each) will be mailed to the address indicated below.

CHOOSE ONE:

Graduate's Mailing Address

Other Mailing Address

***Money Orders, Cashier Checks, and Company Checks made payable to Natchitoches Parish School Board can be accepted.** We also accept cash (personal checks **are not** accepted). **DO NOT MAIL CASH!**

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 non-refundable.**

PRINT or TYPE the following information:

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

Date of Birth (Month, Day, Year)

Student's Name When Graduated (First, Middle, Last)

Social Security Number

Name of High School Student Graduated From

School Location (Parish & City)

Month & Year of Graduation

Please read the top of the form carefully and provide the proper addresses:

Graduate's Mailing Address:

Other Mailing Address:

Street Address

Name of Company, Institution, etc.

City

State Zip Code

Attention:

Street Address

City

State Zip Code

Signature of Graduate

Today's Date

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

**Duplicate Transcripts & Reissued Diplomas
Natchitoches Parish School Board**

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