



# REQUEST FOR COPY OF GED® TEST SCORES/ DUPLICATE HIGH SCHOOL EQUIVALENCY DIPLOMA

**This form is for GED students only.** To obtain a copy of your GED test scores, or a duplicate high school equivalency diploma, please complete the form below and return it to our office. It is MANDATORY that you sign this form before returning it or we cannot process your request. This form is for **LOUISIANA** students only; if you received an equivalency diploma in another state, you may contact the agency that issued the credential in that state. Do not complete this form to obtain a copy of a regular high school diploma/transcript. (For duplicates of regular high school diplomas, contact the Louisiana Department of Education, Duplicate Transcripts/Reissued Diplomas at 225.342.2150.)

Choose one or both of the following to be sent:       DUPLICATE DIPLOMA     COPY OF SCORES

Information needed (please print):

<b>Present name:</b>			
<b>Name at time of testing:</b>			
<b>Date of Birth:</b>		<b>Social Security Number:</b>	
<b>High School through which Equivalency Diploma was issued (if applicable):</b>			
<b>Year Tested:</b>		<b>Year diploma was received:</b>	
<b>Were you in the military at the time of testing, or were you a veteran?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Signature:</b>			
<b>Telephone:</b> (    )	<b>Email:</b>		

**Please return via mail, fax or email to:**

Work Ready U – Adult Education and GED Services  
 Louisiana Community and Technical College System  
 265 South Foster Drive  
 Baton Rouge, LA 70806  
 FAX: 225.922.1203  
 Email: [bselig@lctcs.edu](mailto:bselig@lctcs.edu)  
 Telephone: 1.888.833.2976

**Where do you want this request mailed?**

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