



Department of Student Services

LAFAYETTE

PARISH SCHOOL SYSTEM

Phone(337) 521-7076 ♦ Fax(337)521-7078

REQUEST FOR HIGH SCHOOL RECORDS,
DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

NOTE: For a copy of GED Scores/Hiset Scores, DO NOT COMPLETE THIS FORM. Contact Adult Ed Dept., (337) 521-7266.

Please (✓) check the appropriate box(es). If two or more of the same document is required, please indicate quantity (number).

Reissued Diploma (\$20.00 each)* will be sent directly to LPSS for required signatures by the current Superintendent, School Board President, and High School Principal. Reissued Diplomas can be mailed to the address(es) indicated below or picked up at LPSS, Department of Student Services. Please allow 2 to 3 weeks for Diplomas to be completed.
Duplicate Transcripts (\$5.00 each)* can be mailed to the address(es) indicated below or picked up at LPSS, Department of Student Services. Please allow 24 to 48 hours for the transcripts to be completed.

Record Requests (\$5.00 each)* ACT Scores Immunization Birth Certificate
Other All Records (\$20.00)
Records can be mailed to the address indicated below or picked up at the Lafayette Parish School System's Department of Student Services. Please allow 24 to 48 hours for the Records to be completed.

*Please make Money Orders, Cashier's and Company Checks payable to Lafayette Parish School System. Cash also accepted. Fees may be combined and one payment submitted if several documents are requested. Fees are nonrefundable.

Print the following information:

Student's Current Name (First, Middle, Last) Student's Name while in School if Different (First, Middle, Last/Maiden)
Date of Birth (MM/DD/YY) Social Security Number Phone Number Email Address
Year of Graduation Name of LPSS High School or Year Dropped Last LPSS School Attended

Please provide complete address(es) or Fax Number(s) documents are to be sent to:

Graduate's Mailing Address/Fax # Other Mailing Address/Fax #: Company Name, School, etc.
Attn:

Requester's Signature

Office Use Only: Computer Roll # Located by
of Copies Amount \$ Date Paid
Cash Ck#
Date: Picked up Mailed Faxed
Diplomas only: Core 4 Basic Career Standard

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

Lafayette Parish School System
Department of Student Services
P.O. Box 2158
Lafayette, LA 70502