



# Natchitoches Parish School Board

310 Royal Street  
Post Office Box 16  
Natchitoches, LA 71458-0016  
Phone: (318) 352-2358 | FAX: (318) 352-8138 | [www.npsb.la](http://www.npsb.la)

## REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

Do not complete this form for records if you received a GED/HiSET Diploma. To request a copy of your GED/LA High School Equivalency Transcript or Diploma Visit this Website: <https://hsrequest.lctcs.edu/>

<p><b>I AM REQUESTING:</b></p> <p><input type="checkbox"/> REISSUED DIPLOMA(S) \$10.00* EACH</p> <p><input type="checkbox"/> REISSUED TRANSCRIPT(S) \$2.00* EACH</p> <p><b>FEES ARE NONREFUNDABLE</b></p>	<p><b>I NEED MY DOCUMENT(S):</b></p> <p><input type="checkbox"/> PICKED UP (CALL WHEN READY)</p> <p><input type="checkbox"/> MAILED TO GRADUATE (PROVIDE ADDRESS BELOW)</p> <p><input type="checkbox"/> MAILED TO OTHER LOCATION (PROVIDE ADDRESS BELOW)</p>	<p><b>DO NOT WRITE IN THIS AREA</b></p> <p>FOR OFFICE USE ONLY:</p> <p>TOTAL DUE: _____</p> <p>PAID: <input type="checkbox"/> CASH <input type="checkbox"/> MONEY ORDER</p> <p>PICKED UP BY: _____</p> <p>DATE: _____</p>
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\*ONLY CASH (EXACT CHANGE) OR MONEY ORDERS/CASHIER'S CHECKS (PAYABLE TO NATCHITOCHE PARISH SCHOOL BOARD) WILL BE ACCEPTED (NO PERSONAL CHECKS) 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 (LAST, FIRST, MIDDLE)	_____ DATE OF BIRTH (MONTH, DAY, YEAR)
_____ STUDENT'S NAME AT TIME OF GRADUATION (LAST, FIRST MIDDLE)	_____ FULL SOCIAL SECURITY NUMBER
_____ NAME OF HIGH SCHOOL GRADUATED FROM	_____ MONTH AND YEAR OF GRADUATION

**PLEASE READ THE TOP OF THE FORM CAREFULLY AND PROVIDE THE PROPER ADDRESSES:**

**GRADUATE'S MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT NUMBER(S):** PLEASE INCLUDE AREA CODE

\_\_\_\_\_  
\_\_\_\_\_

**DUE TO THE CONFIDENTIAL NATURE OF RECORDS, DIPLOMAS/TRANSCRIPTS WILL ONLY BE ISSUED WITH VALID IDENTIFICATION (DRIVER'S LICENSE OR OTHER STATE ISSUED ID) AND SIGNATURE OF GRADUATE. PLEASE ALLOW 7-14 DAYS FOR PROCESSING. NO REQUEST WILL BE PROCESSED WITHOUT COMPLETE INFORMATION, PAYMENT, COPY OF IDENTIFICATION AND ORIGINAL SIGNATURE.**

**RETURN THIS COMPLETED FORM, COPY OF ID AND FEES TO:**

ATTN: DUPLICATE DIPLOMAS/TRANSCRIPTS RECORDS REQUEST  
NATCHITOCHE PARISH SCHOOL BOARD  
POST OFFICE BOX 16  
310 ROYAL STREET  
NATCHITOCHE, LA 71458-0016

\_\_\_\_\_  
**SIGNATURE OF GRADUATE**

\_\_\_\_\_  
**DATE**