

Winn Parish School Board

Steve Bartlett, Superintendent

POST OFFICE DRAWER 430
304 EAST COURT STREET
WINNFIELD, LOUISIANA 71483-0430

PHONE: (318) 628-6936
FAX: (318) 628-2582
<http://www.winnpsb.org>

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 Louisiana Community and Technical College-LCTCS, 225-922-2800, www.lctcs.edu

<input type="checkbox"/> Reissued Diplomas (\$20.00* each) Must be signed by the current local Superintendent, the School Board President, and the local high school Principal. Indicate below where the completed document is to be mailed. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address	<input type="checkbox"/> Duplicate Transcripts (\$5.00* each) Indicate below where the transcript is to be mailed. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address
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***Money Orders, Cashier Checks, and Company Checks made payable to Winn Parish School Board can be accepted.** Cash and 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 He/She Graduated (First Middle Last)	_____ Social Security Number	
_____ Month & Year of Graduation	_____ Name of High School	_____ School Location (Parish & City)

Please read the top of the form carefully and provide the proper addresses. Not Responsible if illegible.	
Graduate's Mailing Address: _____ _____ _____ _____	Other Mailing Address: Name of Company, Institution, etc.: _____ ATTN: _____ _____ _____

Contact Number in case we need to reach you:

() _____
(Area Code) Phone Number

Signature of Graduate

Today's Date

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

ATTN: Duplicate Transcripts & Reissued Diplomas Winn Parish School Board P.O. Box 430 Winnfield, LA 71483-0430 _____ Physical Address: ATTN: Duplicate Transcripts & Reissued Diplomas Winn Parish School Board 304 East Court Street Winnfield, LA 71483
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Notice: Winn 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. Requests are processed within 45 business days