



Vermilion Parish School Board

216 South Jefferson Street, Curriculum Annex
Abbeville, LA 70510
Phone Number (337) 898-5754

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND /OR DIPLOMAS

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| <input type="checkbox"/> REISSUED DIPLOMAS (\$20.00 each) will be mailed directly to the graduate unless indicated otherwise below. () Please forward diploma to an address other than the graduate's address (See "Other Mailing Addresses" below). | <input type="checkbox"/> DUPLICATE TRANSCRIPT (\$5.00 each) will be mailed directly to the graduate unless indicated otherwise below. () Please forward transcript to an address other than the graduate's address (See "Other Mailing Addresses" below). |
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For a copy of GED Score/Diploma, please contact the State of Louisiana Department of Education Division of Family Career and Technical Education at 225-342-0444; or visit their website [http:// www.doe.state.la.us](http://www.doe.state.la.us)

Money Orders or Cashier's Checks are to be made payable to: Vermilion Parish School Board

If you are requesting more than one of these items; you may 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, and Year) |
| _____ | _____ |
| Student's Name When She/He Graduated (First, Middle, Last) | Name of High School |
| _____ | _____ |
| Month & Year of Graduation | School Location (Parish & City) |

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| PLEASE READ THE TOP OF THE FORM CAREFULLY AND PROVIDE THE PROPER ADDRESS | |
| Graduate's Mailing Address: | Other Mailing Address/Name of Company, Institution, etc.: |
| | Attention: |

Return this completed form, copy of either a Driver's License, or other State-issued ID and the appropriate fee(s) to:

Vermilion Parish School Board
Diplomas & Transcripts – Curriculum Office
PO Drawer 520
Abbeville, LA 70511-0520

Signature of Graduate

Date



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Duplicate High School Transcripts and Reissued Diplomas Policies and Procedures

To request a copy of a high school transcript or reissued diploma, please follow these steps:

1. Complete the enclosed request form. Be sure to include the correct year of graduation and high school. **If the graduate received a GED, Please DO NOT complete this form, contact the Division of Family, Career and Technical Education at 225-342-0444.**
2. Because these records are confidential, the graduate must authorize their release. If a second or third-party individual or agency is making the request on behalf of the graduate, the request must include a signed release statement from the graduate.
3. Include the appropriate fees. There is a non-refundable processing fee of \$5.00 per Transcript and \$20.00 per diploma. We can accept money orders or cashier's checks for requests made by mail. Cash is accepted for duplicate transcripts/diplomas which are picked up at our office (correct change is required). Fees are non-refundable.

Important Notice: If you graduated from an independent private school that has been closed, duplicate diplomas cannot be issued. Please contact The State Department of Education at 225-342-9969.

4. The mail-in process for transcripts and reissued diplomas takes 3 weeks from the date of receiving request. Vermilion Parish School Board will mail transcript or reissued diploma as indicated by the requestor. Duplicate transcripts and reissued diplomas will NOT be released until fees are received.

Return this completed form, copy of either a Driver's License, or other State-issued ID and the appropriate fee(s) to:

**Vermilion Parish School Board
Diplomas and Transcripts – Curriculum Office
PO Drawer 520
Abbeville, LA 70511-0520**

5. Please make money orders or cashier's checks payable to:
Vermilion Parish School Board