



Informing today, transforming tomorrow

**514 Third Street • Lake Providence, Louisiana 71254 • Phone: (318) 559-2222 • [www.e-carrollschool.org](http://www.e-carrollschool.org)**

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

<p><input type="checkbox"/> <b>Reissued Diplomas (\$20.00* each)</b> must be signed by the current local Superintendent, the School Board President and the local high school Principal.</p> <p><input type="checkbox"/> <b>Duplicate Transcripts (\$5.00* each)</b></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"/> Mail to other location ( provide address below)</p>	<p>DO NOT WRITE IN THIS AREA.</p> <p>FOR OFFICE USE ONLY:</p> <p>TOTAL DUE: _____</p> <p>PAID: <input type="checkbox"/> CASH <input type="checkbox"/> MO # _____</p> <p>DATE: _____</p>
--	---	---

**\*Cash is accepted. Money orders and Cashier Check made payable to the East Carroll Parish School Board can be accepted.** 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 She/he Graduated (First, Middle, Last): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Month & Year of Graduation: \_\_\_\_\_ Name of High School: \_\_\_\_\_

School Location (Parish & City): \_\_\_\_\_

<p><b>Please read the top of the form carefully and provide the proper addresses. <u>Not responsible if illegible.</u></b></p>	
<p><b>Graduate's Mailing Address:</b></p>	<p><b>Other Mailing Address</b></p> <p>Name of Company, Institution, etc:</p> <p>Attn:</p>

Contact Number in case we need to reach you:

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Signature of Graduate

\_\_\_\_\_

Today's Date

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

**ATTN: Duplicate Transcripts & Reissued Diplomas  
Ruthie Auston  
East Carroll Parish School Board  
514 3<sup>rd</sup> Street  
Lake Providence, LA 71254**

**Notice:** The East Carroll 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. Request are processed within 45 business days.

## **DUPLICATE HIGH SCHOOL TRANSCRIPTS AND DIPLOMAS POLICIES AND PROCEDURES**

**Follow these steps to request a copy of a high school transcript or duplicate diploma:**

- 1.** Complete the enclosed request form. Be sure to include the correct year of graduation and high school.
- 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, they must submit a copy of the graduate's identification along with a signed release form in addition to the accompanying form.
- 3.** Include the appropriate fees. There is a nonrefundable processing fee of \$5.00 per Transcript and \$20.00 per Diploma. We can accept cash (exact change only), money orders or cashier's checks. Fees are nonrefundable.
- 4.** Transcripts and Diplomas require 7-14 days for processing. Duplicate transcripts and diplomas will NOT be processed until fees are received.
- 5.** Mail or hand-deliver the completed form and fees to the address on the bottom of the form.
- 6.** Please make money orders or cashiers checks payable to East Carroll Parish School Board.
- 7. WE DO NOT PROVIDE VERBAL VERIFICATION.**