



100 Bry Street ◦ Monroe, Louisiana 71201 ◦ Phone: (318) 432-5000 ◦ www.opsb.net

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

**WAIT!** Do not complete this form for records if you received a GED/HiSET Diploma. You will need to request your records from Louisiana College and Technical College System. Call 1-225-922-2800 or go online to <https://hsrequest.lctcs.edu/>.

<p style="text-align: center;"><b>I AM REQUESTING:</b></p> <p><input type="checkbox"/> Reissued Diplomas (\$15.00* each)</p> <p><input type="checkbox"/> Reissued Transcript (\$3.00* each)</p> <p style="text-align: center;"><i>Fees are nonrefundable.</i></p>	<p style="text-align: center;"><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 style="text-align: center; font-size: small;"><i>DO NOT WRITE IN THIS AREA.</i></p> <p style="text-align: center; font-size: x-small;">FOR OFFICE USE ONLY:</p> <p>TOTAL DUE: _____</p> <p>PAID: <input type="checkbox"/> CASH  <input type="checkbox"/> MO # _____  <input type="checkbox"/> OSP # _____</p> <p>PROC: _____</p> <p>DATE: _____</p>
<p style="font-size: x-small;"><i>* Only Cash (exact change), Money Orders/Cashier's Checks made to Ouachita Parish Schools, or online payment through <a href="http://www.opsb.net">www.opsb.net</a> will be accepted (NO PERSONAL CHECKS.) Fees are nonrefundable.</i></p>		

### 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)	Full Social Security Number
Name of High School in Ouachita Parish School System	Month & Year of Graduation

<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>_____</p> <p>_____</p>	<p><b>Other Mailing Address:</b></p> <p>_____</p> <p>_____</p>

Contact Number in case we need to reach you:

(      ) \_\_\_\_\_

(Area Code) Phone Number

*Due to the confidential nature of the records, Transcripts/Diplomas will only be issued with valid identification (driver's license or other state-issued ID) and signature of graduate. Please allow 7-14 business 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 appropriate fees:

\_\_\_\_\_  
Signature of Graduate

\_\_\_\_\_  
Today's Date

**ATTN: Communications**  
 Ouachita Parish School System  
 100 Bry Street  
 Monroe, LA 71201

**REQUEST WILL NOT BE PROCESSED WITHOUT COPY OF IDENTIFICATION**



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## DUPLICATE HIGH SCHOOL TRANSCRIPTS AND DIPLOMAS POLICIES AND PROCEDURES

**If you received a regular diploma (not a GED), follow these steps to request a copy of a high school transcript or duplicate diploma:**

1. Complete the 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 non-refundable processing fee of \$3.00 per Transcript and \$15.00 per Diploma. We can accept cash in the office (exact change only), money orders or cashier's checks (payable to Ouachita Parish Schools), or online payments through our web portal at [www.opsb.net](http://www.opsb.net) (click on the \$ icon). 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. Scan, mail or hand-deliver the completed form and fees to the address on the bottom of the form. You **MUST** include a picture ID.
6. **WE DO NOT PROVIDE VERBAL VERIFICATION. We will fax, email, or mail a copy of a transcript or diploma once the proper paperwork is submitted and fees have been paid.**

**REQUEST WILL NOT BE PROCESSED WITHOUT COPY OF IDENTIFICATION**