



**Livingston Parish Public Schools**

*Excellence in Education!*

13909 Florida Boulevard  
 P.O. Box 1130  
 Livingston, Louisiana 70754-1130  
 Phone: (225) 686-7044 Fax: (225) 686-3052 Website: www.lpsb.org

**Alan "Joe" Murphy**  
 Superintendent

**Jody Purvis**  
 Assistant Superintendent

**Bruce Chaffin**  
 Assistant Superintendent

**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 System – LCTCS, 225-922-2800, [www.lctcs.edu](http://www.lctcs.edu)]

Please Print Legibly	
<i>Student's Current Name [First, Middle, Last]</i>	<i>Date of Birth [Month/Day/Year]</i>
<i>Student's Name When Graduated [First, Middle, Last]</i>	<i>Last 4 Digits of Social Security Number</i>
<i>Month &amp; Year of Graduation</i>	<i>Name of High School</i>
Please Select Reissued Diploma and/or Duplicate Transcript & Where to Send the Document	
<input type="checkbox"/> <b>Reissued Diploma (\$15.00*)</b> will be mailed to the address indicated below. Please note diplomas are issued in the format currently used and may bear the signatures of the present high school and state officials, not necessarily those who were in office at the time of your graduation. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address	<input type="checkbox"/> <b>Duplicate Transcript (\$5.00*)</b> will be mailed to the address indicated below. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address
Please Print Legibly & Provide the Proper Addresses:	
<b>Graduate's Mailing Address:</b>	<b>Other Mailing Address:</b>
	<b>Attn:</b>
<b>Phone Number:</b>	

\_\_\_\_\_  
 Signature of Graduate, Today's Date

**Return the completed form, a copy of either a driver's license or other state-issued ID, and the appropriate fee(s) or proof of payment via email to [Cindy.Bergeron@lpsb.org](mailto:Cindy.Bergeron@lpsb.org) or mail to:**

**Livingston Parish Public Schools  
 Attention: Cindy Bergeron  
 P.O. Box 1130  
 Livingston, LA 70754**

<b>Online Payments</b>	Click this <a href="#">link</a> -or- go to our website using the link on the Curriculum Department page. <b>Steps:</b> <a href="http://www.lpsb.org">www.lpsb.org</a> > Our District > Central Office Departments > Curriculum Department > Request a Transcript or Reissued Diploma
<b>Cash</b>	Cash is accepted <b>ONLY</b> in person [ <b>must have correct change</b> ]
<b>Checks or Money Order</b>	Must be made payable to Livingston Parish Public Schools