



TRANSCRIPTS  
 JEFFERSON PARISH SCHOOLS  
 4600 RIVER ROAD  
 MARRERO, LA 70072  
 www.jpsschools.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 Division of Dropout Prevention, Adult and Family Services at 225-922-2800.)*

<input type="checkbox"/> <b>Reissued Diplomas (\$20.00 each) will be mailed to the address(es) indicated below.</b>  <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address	<input type="checkbox"/> <b>Duplicate Transcripts (\$5.00 each) will be mailed to the address(es) indicated below.</b>  <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address
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**\*Money Orders and Company Checks made payable to Jefferson Parish Schools are accepted. Personal Checks are not accepted. Cash is accepted for walk-ins ONLY. 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

\_\_\_\_\_  
 Year of Graduation

\_\_\_\_\_  
 Year of Drop

\_\_\_\_\_  
 Name of High School

\_\_\_\_\_  
 Phone Number

**Please read the top of the form carefully and provide the proper addresses.**

**Graduate's Mailing Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other Mailing Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

Transcripts  
 Jefferson Parish Schools  
 4600 River Road  
 Marrero, LA 70072

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

**Please allow a minimum of 3 days to a maximum of 2 weeks for processing and mailing. For more information, please contact the Transcripts Department at (504) 349-7757.**