

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

Please check the appropriate request

<input type="checkbox"/> <input type="checkbox"/> Reissued Diplomas (\$10.00* each) can be picked up or mailed to the address (es) indicated below after signatures are obtained. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address <input type="checkbox"/> Pick up from SJPSB Office Number of Diplomas Requested: _____	<input type="checkbox"/> <input type="checkbox"/> Duplicate Transcripts (\$2.00* each) can be picked up or mailed to the address (es) indicated below after processed. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address <input type="checkbox"/> Pick up from SJPSB Office Number of Transcripts Requested: _____
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Only Money Orders or Cashiers Checks made payable to St. James Parish School Board will be accepted. 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, 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)
Signature of Graduate	Contact number (including area code)	Date

Graduate's Mailing Address:	Other Mailing Address:
	Name of Company or Institution, etc. Attention:

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

**St. James Parish School Board
 Student Services Department
 1876 West Main Street
 P. O. Box 338
 Lutcher, LA 70071**

Signature of Person Picking Up Diploma/Transcript	Date
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