

St. Mary Parish School Board

REQUEST FOR HIGH SCHOOL REISSUED DIPLOMAS AND/OR DUPLICATE TRANSCRIPTS

Reissued Diplomas (\$20.00* each)

Request will be sent directly to the school for verification and then to the Central Office Complex. Diploma will be mailed to the following address as indicated below:

- Graduate's Mailing Address
- Other Mailing Address

Duplicate Transcripts (\$5.00* each) will be mailed to the address indicated below.

- Graduate's Mailing Address
- Other Mailing Address

***Cash, Money Orders, Cashier Checks, and Company Checks made payable to the St. Mary 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 At Graduation (First, Middle, Last)

Social Security Number

Date of Graduation (mm/dd/yy)

Name of High School

School Location (Parish & City)

Please read the top of this form carefully and provide the proper addresses and telephone number.

Graduate's Mailing Address: _____

Other Mailing Address: _____

Telephone number _____

Attention: _____

Return this completed form with a copy of either a driver's license or other state-issued identification card along with the appropriate fee(s) to your school.

Signature of Graduate

Today's Date

Received by: _____

Revised 04-24-15