

Jackson Parish School Board

315 Pershing Highway PO Box 705 Jonesboro, LA 71251

Phone (318) 259-4456 Fax (318) 259-2527

<http://www.jpsb.us>

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

(Requests for Duplicate Transcripts and/or Reissued Diplomas must be authorized by the Graduate on this form and must be accompanied by a copy of the graduate's driver's license or other state-issued source of identification)

<input type="checkbox"/> Reissued Diplomas (\$10.00 * each) will be processed and the required signatures of the School Superintendent, the School Board President, the current high school Principal will be obtained and then forwarded to the graduate by the Jackson Parish School System unless indicated otherwise below. <input type="checkbox"/> Please forward the completed diploma to an address other than the graduates. (See "Other Mailing Address" below.)	<input type="checkbox"/> Duplicate Transcripts (\$2.00 * each) will be mailed directly to the graduate unless indicated otherwise below. <input type="checkbox"/> Please forward transcript to an address Other than the graduate's. (See "Other Mailing Address" below.)
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*** Money Orders, Cashiers Checks and Company Checks made payable to Jackson Parish School Board can be accepted.** Cash and personal checks **are not** 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 He/She Graduated (First, Middle, Last)	Social Security Number
Month and Year of Graduation	Name of High School

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 fees to:

Signature of Graduate

Today's Date

Duplicate Transcripts & Reissued Diplomas
 Jackson Parish School Board
 PO Box 705
 Jonesboro, LA 71251