

## Request for Duplicate Diploma

1. A request in writing must be sent to the school at 2310 N. Sherman St., Jennings, LA 70546. The person requesting the transcript must sign the letter.
2. Must include:
  - a. Year of graduation
  - b. Date of birth
  - c. Full name as it was when attended (first, middle, and last name--girl's maiden name)
  - d. Contact phone number.**
3. Signature is required for pickup. (Anyone can pick up for recipient but they must sign for it.)
4. A fee of \$10 must be included with the request in cash or a money order.
  - a. Request will not be processed until the fee is paid.**

**\*\*\*Processing time is approx. 2 weeks.**