

REQUEST FOR DUPLICATE TRANSCRIPTS/DIPLOMAS

Diplomas—Duplicate Copies: Please contact Elaine Morgan at (318) 377-5443 (Webster Parish Technology Center, 109 Clerk Street, Minden, LA. 71055). Cost will be \$10.00

Transcripts—2000 thru present: Contact high school from which you graduated: Cost will be \$2.00.

Transcripts---Prior to 2000: Contact Elaine Morgan at (318) 377-5443 (Webster Parish Technology Center, 109 Clerk Street, Minden, LA. 71055). Cost will be \$2.00. Transcripts may be picked up at the school board office or mailed to you.

GED Score/Diplomas: Contact the Division of Adult Education and Training at 225-342-0444.

Upon completion of this form, the Webster Parish Schools will send a duplicate diploma to the school for the signature of the principal. The principal will return it to the School Board office for signatures. The diploma will be returned to you after the proper signatures are obtained. This procedure usually takes two to four weeks. If you have not received your diploma within this time, please contact the Webster Parish School Board office at 377-7052 and speak with the Secondary Supervisor.

Present Name: _____

(First)

(Middle)

(Last)

Current Mailing Address: _____

(Street)

(City)

(State)

(Zip)

Telephone Number: _____

(Area Code)

Phone Number

Name at the Time of Graduation: _____

High School Graduated From: _____ Year: _____

Parish in Which High School is located: _____

Social Security # _____ -- _____ -- _____ Date of Birth: _____

Signature: _____

MONEY ORDER ONLY

_____ **Diploma (\$10)** _____ **Transcript (\$2)**

Webster Parish Schools

P.O. Box 520, Minden, LA. 71058

Attention: OTS Specialist