

CONCORDIA PARISH SCHOOL DISTRICT

Student Records Request

4358 Hwy 84 West

Vidalia, LA 71373

studentrecords@cpsbla.us

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

Reissued Diplomas (\$25.00* each)	Duplicate Transcript (\$5.00* each) # of Copies _____
--	---

***Money Orders** made payable to *Concordia Parish School Board* are accepted. **Cash** is accepted for walk-ins **ONLY**. 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.**

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

Year of Graduation
or Date of Last Attendance

Name of High School

Contact Number

Method of Delivery:

Will be picked up by: _____ (ID Required)

Mail transcript/diploma to this address: _____

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

Signature of Graduate

Concordia Parish School Board
Attn: Data Processing
P.O. Box 950
Vidalia, LA 71373

Today's Date

Please allow a minimum of 3 days to a maximum of 2 weeks for processing and mailing.
For more information, please contact 318-336-4226 ext 3502.