



TRANSCRIPTS
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
 4600 RIVER ROAD
 MARRERO, LA 70072
<http://www.jpss.k12.la.us>

REQUEST FOR HIGH SCHOOL DUPLICATE TRANSCRIPTS AND/OR REISSUED DIPLOMAS

*(For a copy of GED Score/Diploma, **DO NOT COMPLETE THIS FORM.** Please contact the Division of Dropout Prevention, Adult and Family Services at 225-922-2800.)*

<input type="checkbox"/> Reissued Diplomas (\$20.00* each) will be mailed to the address(es) indicated below. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address	<input type="checkbox"/> Duplicate Transcripts (\$5.00* each) will be mailed to the address(es) indicated below. <input type="checkbox"/> Graduate's Mailing Address <input type="checkbox"/> Other Mailing Address
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***Money Orders and Company Checks** made payable to Jefferson Parish Public School System are accepted. **Personal Checks are not** 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.

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		
Year of Graduation	Year of Drop	Name of High School	Phone Number

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 fee(s) to:

Signature of Graduate	Transcripts Jefferson Parish Public School System 4600 River Road Marrero, LA 70072
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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 the Transcripts Department at (504) 349-7757.