



REQUEST FOR COPY OF HIGH SCHOOL EQUIVALENCY TRANSCRIPT SCORES/DIPLOMA

I would like to request: COPY OF TRANSCRIPT SCORES DUPLICATE DIPLOMA
(Duplicate diplomas can only be mailed to test candidates)

Please provide the following Information:

Present name:	
Name at time of testing:	
Date of Birth:	Social Security Number:
High School through which Equivalency Diploma was issued (if applicable):	
Year Tested:	Year diploma was received:
Were you in the military at the time of testing, or were you a veteran? If yes, where did you test?	<input type="checkbox"/> Yes <input type="checkbox"/> No Were you a LA citizen at the time of testing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you incarcerated at the time of testing?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No <div style="text-align: center;">Name of Facility</div>

Signature:	
Telephone: ()	Email:

Please return request via fax, email or mail to:

FAX: 225.922.1203

EMAIL: rwhite@lctcs.edu

MAIL: LCTCS
WorkReady U
265 South Foster Drive
Baton Rouge, LA 70806

**Requests are processed in the order received.*

Telephone: 225.922.2800
225-308.4394

This form is for GED candidates only. For regular high school duplicates, contact the Louisiana Department of Education, Duplicate Transcripts/Reissued Diplomas at 225.342.2150.

Transcript/diploma results can only be mailed from this office.

Please list the address(es) where the information should be mailed.

1) _____

2) _____
