**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:

<table>
<thead>
<tr>
<th>Present name:</th>
<th>Name at time of testing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Social Security Number:</td>
</tr>
</tbody>
</table>

High School through which Equivalency Diploma was issued (if applicable):

<table>
<thead>
<tr>
<th>Year Tested:</th>
<th>Year diploma was received:</th>
</tr>
</thead>
</table>

Were you in the military at the time of testing, or were you a veteran?  
☐ Yes  ☐ No  
If yes, where did you test?

Were you a LA citizen at the time of testing?  
☐ Yes  ☐ No

Were you incarcerated at the time of testing?  
☐ Yes ______________________________________________  ☐ No  

Name of Facility

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.*

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

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

1) ______________________________________________

________________________________

2) ______________________________________________

________________________________

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.*