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?  □ 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.

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) _____________________________  

__________________________________________