



LOUISIANA DEPARTMENT OF EDUCATION

REQUEST FOR CONFIRMATION OF HIGH SCHOOL GRADUATION

Confirmation Documentation (~~\$5.00~~ each) — ~~Money Orders, Cashier Checks, and Company Checks made payable to LA Department of Education are accepted.~~ Cash and personal checks are not accepted. If you are requesting confirmation for more than one graduate, you may combine total amount and submit one method of payment. ~~Fees are nonrefundable.~~ Please complete fully each portion of this request form.

I have requested that the Louisiana Department of Education (LDE) access my records for the purpose of providing the entity (i.e. company, institution, etc.) listed below a:

☒ Confirmation of High School Graduation – check this if you require a letter to confirm graduation status

I agree that the LDE will have access to the following personally identifiable information (check all that applies):

☒ Full Name

☒ Social Security Number

☒ Date of Birth (DOB)

I CONSENT to the LDE accessing my personal information listed above for the purposes stated above.

☐ By checking this box and typing my name below,
I am electronically signing my application.

My Full Name (please print – First, Middle, Last)

Signature

Date

Indicate below where the confirmation of graduation letter should be mailed / emailed.

☐ Graduate's Mailing Address

☐ Other Mailing Address

☒ Email Address: nopdhsconfirmation@nola.gov

Please read the top of the form carefully and provide the proper addresses. <u>Not responsible if illegible.</u>	
Graduate's Mailing Address:	Mailing Address of Entity to Receive Confirmation:
_____ _____ _____	Name of Company, Institution, etc.: _____ _____ _____
	ATTN: _____ _____

PRINT or TYPE the following information:

Student's Name When She / He Graduated (First, Middle, Last)

Date of Birth (Month, Day, Year)

Social Security Number (provide the last 4-digits of SSN)

Month & Year of Graduation

Name of High School

School Location (Parish & City)

Contact Telephone Number (including area code)

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

Louisiana Department of Education
ATTN: Duplicate Transcripts
Post Office Box 94064
Baton Rouge, LA 70804-9064

Physical Address: Louisiana Department of Education
ATTN: Duplicate Transcripts
1201 North Third Street, 4-147
Baton Rouge, LA 70802

NOTICE: The Louisiana Department of Education releases student records in accordance with the CFR 34.99, Family Educational Rights and Privacy Act (FERPA) which does not require immediate release of copies of student transcripts. Requests are processed within 7-business days of receipt.

Revised 08/14/15

Louisiana Believes