



Grant Parish Public Schools Student Records Request

To request a transcript or a duplicate diploma, please print and complete this form. Mail, email, hand deliver, or fax the form to the address below. **Records will be available to pick up two weeks after the date request is received.** Payment in the form of a <u>money order</u> must accompany this request or be paid at the time of pick up. A copy of the student's driver's license or state-issued ID must accompany request for transcripts and duplicate diplomas.

Grant Parish Public Schools Attn: Jane Seward P.O. Box 208 Colfax, LA 71417 Phone: (318)-627-3274

Fax: (318)-627-2842 jane.seward@gpsb.org

Transcript (\$2:00 charge)	Duplicate Diploma Request (\$10.00 charge		
Date of Request:	Daytim	e Contact Phone	e: <u>()</u>
Student's Name:			
Last Last 4 Digits of Social Security Numbe	First	Middle	Maiden rth:
,			Month/Day/Year
High School Attended			Graduation:t date of Attendance
Method of delivery:			
Will be picked up by (Name) _			(ID required)
Mail transcript to this address			
Eav transcripts to: ()			
Fax transcripts to: ()			
Authorization to release:	Signature		Date
Print Name:			
Office Use Only: Date Received			
Date Processed: By:		Amt. Paid	: \$