

ATTENDANCE & CENSUS DEPARTMENT
CADDO PARISH SCHOOL BOARD
(318) 603-6306
P. O. BOX 32000
SHREVEPORT, LA 71130-2000

Date _____

PLEASE PRINT

Requested item: Diploma _____ Transcript _____ ACT Scores _____ GED _____ *Verification of Age* _____

Name as registered in school _____

First

Middle

Maiden

Last

Date of Birth _____

Enter year of: Graduation _____ Year Dropped _____ Year of GED _____

Last school attended _____ SSN# _____

Address to be mailed _____

Signature _____ Phone _____

ONLY Complete lines below for Verification of Age, Birth Certificate, Passports, etc:

Place of Birth _____ Parents' Name: Father _____ Mother (Maiden Name) _____

Race: _____ School(s) attended 1st – 5th grade _____

It is now the policy of the Caddo Parish School Board that there will be a fee of \$10.00 for a Duplicate Diploma and a fee of \$2.00 for all other requests to search for and/or furnish school records (**Cash, Money Order or Cashier's check**). Fees must be paid at time of request. A response will be made within ten (10) working days.