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

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

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

1) Nunez Community College
Attn: Admissions Office
3710 Paris Road
Chalmette, LA 70043

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.