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 **money order** 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: Gwen Mercer
P.O. Box 208
Colfax, LA 71417
Phone: (318)-627-3274
Fax: (318)-627-2842
gwen.mercer@gpsb.org

_____ **Transcript** ($2:00 charge) _____ **Duplicate Diploma Request** ($10.00 charge)

Date of Request: _____ Daytime Contact Phone: (___) _____

Student's Name: _____
Last First Middle Maiden

Last 4 Digits of Social Security Number: _____ Date of Birth: _____
Month/Day/Year

High School Attended _____ Date of Graduation: _____
or Last date of Attendance

Method of delivery:

_____ Will be picked up by (Name) _____ (ID required)

_____ Mail transcript to this address _____

_____

_____

_____ Fax transcripts to: (____) _____

Authorization to release: _____ _____
Signature Date

Print Name: _____

Office Use Only: Date Received _____ By: _____

Date Processed: _____ By: _____ Amt. Paid: $_____