

Transcript Release Form

Calcasieu Parish Schools
Department of Management Information Services
3310 East Broad Street
Lake Charles, LA 70615
Phone: 337-217-4180
Fax: 337-217-4181

Requests for transcripts are made to the principal of the school you last attended. If the school has closed or merged with another school, the MIS office can access the Louisiana Transcript Program to get copies. However, the program that we have access to does not include information for students that received a GED diploma. See the Diploma Release Form for more details about GED scores and diplomas.

Please Print or Type:

Student's Current Name (First, Middle, Last)

Date of Birth (Month, Day, Year)

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

Social Security Number

Student's Current Address (Street Name & Number)

City

State

Zip

Month & Year of Graduation

Name of High School

Signature of Graduate

Today's Date

Note: Include copy of your driver's license or other state-issued ID when requesting a transcript.

The transcript will be mailed to graduate's address listed above unless indicated by completing the information below:

- Please check to indicate that the transcript should be mailed to the entity below **ONLY**.
- Please check to indicate that the transcript should be mailed to both the entity below and to the graduate.

Name of Company, Institution, etc.:

Attn: _____

Address

City

St

Zip