

# Reissued Diploma 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 reissued diplomas are made to the MIS department of Calcasieu Parish Schools. We can only provide replacement diplomas to those individuals that graduated from a CPSB institution. If you were issued a GED diploma you will need to contact the La. Dept. of Education for the diploma replacement. Contact information for that department is on the previous web page.*

The name listed on the diploma will match the name on the official state transcript.

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

( ) \_\_\_\_\_  
Student's Current Home Phone Number

( ) \_\_\_\_\_  
Student's Current Cell Phone Number

\_\_\_\_\_  
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 diploma.  
A \$10 money order is required for each diploma.**

The diploma will be mailed to graduate's address listed above. However, if you are currently living in another country and the address criteria listed above does not coincide with address fields for your country of residence, please give an accurate mailing address below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_