



GRANT PARISH
PUBLIC SCHOOLS

Student Records Request

To request a transcript or duplicate diploma, submit this completed form by email, mail, or in person to the address below. Payment is required prior to processing and may be made online at <https://osp.osmsinc.com/GrantLA/> or by money order or cash. A copy of the student's valid driver's license or state-issued ID and, if applicable, an online payment receipt must be included. Requests will be processed within approximately two weeks after all required items are received, and you will be notified when your records are ready.

Grant Parish Public Schools
Attn: Gwen Mercer
P.O. Box 208
Colfax, LA 71417
Phone: (318)-627-3274
gwen.mercer@gpsb.org

_____ **Transcript** (\$2.00 charge)

_____ **Duplicate Diploma Request** (\$10.00 charge)

_____ **Education Verification** (NO charge)

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

Student's Name: _____
Last First Middle Maiden

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

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

Method of delivery:

_____ Email to this address _____

_____ Mail to this address _____

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

Authorization to release: _____
Signature Date

Print Name: _____

Office Use Only: Date Received: _____ By: _____

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