

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](mailto:gwen.mercer@gpsb.org)

### REQUEST TYPE

- Transcript (\$2)**     
  **Duplicate Diploma (\$10)**     
  **Education Verification (No charge)**

### REQUEST INFORMATION

Date of Request		Daytime Contact Phone	
Last Name	First Name	Middle Name	Maiden Name (if applicable)
Date of Birth (MM/DD/YYYY)		Last 4 Digits of Social Security Number	
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 - photo ID required at pickup)

### AUTHORIZATION TO RELEASE

I authorize Grant Parish Public Schools to release the student records indicated above to the recipient specified.

Signature	Date
Print Name	

### OFFICE USE ONLY

Date Received	Received By	Date Processed	Processed By	Amount Paid (\$)