



REQUEST FOR COPY OF GED® TEST SCORES/DUPLICATE HIGH EQUIVALENCY DIPLOMA

This form is for GED students only. To obtain a copy of your GED test scores, or a duplicate high school equivalency diploma, please complete the form below and return it to our office. It is MANDATORY that you sign this form before returning it or we cannot process your request. This form is for LOUISIANA students only; if you received an equivalency diploma in another state, you may contact the agency that issued the credential in that state. Do not complete this form to obtain a copy of a regular high school diploma/transcript. (For duplicates of regular high school diplomas, contact the Louisiana Department of Education, Duplicate Transcripts/Reissued Diplomas at 225.342.2150.)

Choose one or both of the following to be sent: COPY OF SCORES DUPLICATE DIPLOMA

Information needed (please print):

Present name:			
Name at time of testing:			
Date of Birth:		Social Security Number:	
High School through which Equivalency Diploma was issued (if applicable):			
Year Tested:		Year diploma was received:	
Were you in the military at the time of testing, or were you a veteran?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature:			
Telephone: ()	Email:		

Please return via mail, fax or email to:

Work Ready U – Adult Education and GED Services
Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, LA 70806

FAX: 225.922.1203

Telephone: 1.888.833.2976

- *Requests are processed in the order received.*
- *Processing takes 2-3 weeks upon receipt of the request.*
- *GED transcripts/diplomas can only be mailed.*

Where do you want this request mailed?
