

French Settlement High School
Transcript Request Form

Transcript is to be:

- Picked up by me
- Faxed (**Unofficial Only**) Fax Number:
- Picked up by a designated person (** see name below)
- Send via US Mail (please indicate mailing address below)

Name and Address of where Transcript is to be mailed:

Person, University/College, or business Name:

Address:

City: State: Zip:

Student's Information:

Last Name: First Name:

Last name used as a student (if different):

Birthdate:

Student's Mailing Address:

City: State: Zip:

Phone Number:

Student's Signature (Required for Release):

Date:

** Designated person to pick up transcript: (**ID required**):

NOTES:

Transcripts ordered for pick up **MUST** be picked up within 30 days. Transcripts not picked up in this timeframe will be destroyed. Incomplete forms will not be processed. Processing time is 7 to 10 business days.

Complete and sign this request form and bring or mail to:
French Settlement High School
C/O Transcripts
P.O. Box 130
French Settlement, LA 70733

Complete and sign this request form and fax to:
225- 698-6458

Scanned and emailed to:
brandi.ouber@lpsb.org