

**DUPLICATE DIPLOMA REQUEST FOR ALUMNI – COVID 19**  
**UPDATE**

**Please PRINT CLEARLY**

\_\_\_\_\_ **\*Duplicate Diploma Requested** (We have some copies of diplomas on file. However, we do NOT have any prior to the Class of 2004)

**\*Please contact us directly by telephone for this service. (\*Use the e-mail address below. If schools are closed, we have limited access to look through the files)**

Current Name: \_\_\_\_\_

Last Name (if different when attending Salmen): \_\_\_\_\_

Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Include city, state and zip code)

Social Security Number: XXX-XX \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

A copy of your proof of identity (i.e. driver's license) **MUST accompany** your request. This may be emailed, faxed or mailed to Salmen's office. **(\*See note below)**

**\*\*If we do NOT have a copy of your diploma on file, a request for a duplicate High School Diploma is available. Cost for a duplicate diploma is \$10.00. Mail money order or check (in advance) payable to Salmen at the address below. (\*If schools are closed, this may NOT be an option at this time and/or it could take longer to process your request)**

*\*A transcript must be researched prior to submitting an order for the diploma – processing time is approximately 2 weeks. **Please contact us directly by telephone for this service. (\*See notes)***

**QUESTIONS, Please contact** Cindy Boudreau – Salmen Registrar at 985-643-7359 Ext. 2302

or via e-mail at: [Cynthia.Boudreau@stpsb.org](mailto:Cynthia.Boudreau@stpsb.org). **(\*Best way to request is via e-mail)**

**Main Office Fax #: 985-645-8776 (If schools are closed, we will NOT have Access to the fax machine)**

**Salmen High School, 300 Spartan Dr., Slidell, LA 70458**

*Revised: 1/5/2021*