



CADDO PARISH SCHOOL BOARD

1961 MIDWAY STREET • SHREVEPORT, LOUISIANA 71130-2000
AREA CODE 318 • Telephone 603-6300 • Fax 631-5241

Theodis Lamar Goree, Ph.D.
Superintendent

To Whom It May Concern:

Any third-party individual or agency requesting a copy of a high school diploma and or high school transcript on behalf of the student must include a signed statement authorizing the release of the information and a copy of the student's driver's license or state-issued identification with the request. Electronic signatures are not acceptable.

I, _____, consent for the Caddo Parish School Board Records Department to release my high school diploma and/or high school transcript to the following individual:

Recipient Name _____

Phone Number _____

Address _____

City _____ **State** _____ **Zip Code** _____

Date _____

Sincerely,

Keith Burton
Chief Academic Officer