



Oregon

Kate Brown, Governor

Higher Education Coordinating Commission

Office of Academic Policy and Authorization

3225 25th St. SE

Salem, OR 97302

www.oregon.gov/HigherEd

TRANSCRIPT RELEASE REQUEST

The following information is needed for the Commission to conduct a search for your transcript from a closed Oregon school. Whether we are able to locate your records or not, there is a **\$12 non-refundable** charge for a transcript search. The Commission must receive your check and this signed release form prior to processing your request. Closed schools are required to submit student transcripts to the Higher Education Coordinating Commission, Office of Private Postsecondary Education but in some rare instances the HECC may not have received the documents. You will be notified by mail if the search is unsuccessful.

**** NOT TO BE USED FOR GED REQUESTS ****

Please refer to: <http://www.oregon.gov/CCWD/GED/index.shtml>

Your name while attending school: _____

Social Security Number (*Optional*) -
Please enter only the last four digits of your
Social Security Number: _____

Your current phone number: _____

Your current name: _____

Your current address: _____

Name of **private career school** attended: _____

Address of school attended (optional): _____

Date(s) attended: _____

Program you were enrolled in: _____

Please send an **official transcript** to: _____

Address: _____

Signature

Date

Please return form and \$12.00 check
(made payable to the Higher Education Coordinating Commission) to:
Office of Private Postsecondary Education
3225 25th St. SE
Salem, OR 97302
Phone (503) 947-5716 or email Info.PPS@state.or.us