



CLOSED SCHOOL 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** fee for a transcript search. The Commission must receive your check or money-order and this signed release form **PRIOR** to processing your request. You will be notified by email if the search is unsuccessful.

**** NOT TO BE USED FOR GED REQUESTS OR HIGH SCHOOL RECORDS REQUEST ****

Please refer to: <http://www.oregon.gov/CCWD/GED/index.shtml> for GED's and contact the local school district for high school records

Your name while attending school: _____

Last 4 digits of Social Security Number (Optional) _____

Your current phone number: _____

Your email address: _____

PLEASE NOTE: We are unable to email transcripts

Your current name: _____

Your current mailing address: _____

City, State Zip _____

Name of school you attended: _____

Address or city of school attended: _____

Date(s) attended: _____

Program you were enrolled in: _____

*Additional location to mail 1 official transcript:
(if applicable) _____

*Additional location mailing address: _____

*City, State Zip: _____

You will receive 1 unofficial transcript, as well as 3 official signed and sealed transcripts by USPS. We are unable to email transcripts at this time.

X _____

****Student Signature Required****

Date

Form must be fully complete and signed/dated or there may be a delay in processing your request.

Please mail this form and \$12.00 check or money-order made payable to the
Higher Education Coordinating Commission:
Office of Private Postsecondary Education
3225 25th St. SE
Salem, OR 97302

Questions? Call (503) 947-5716 or email info.PPS@HECC.Oregon