STUDENT RECORD REQUEST

(*Please type or print clearly*)

How to Obtain Your Student Transcript if Your Private Occupational School Closed

To request a transcript, please complete, sign and submit this Student Record Request form to the Division of Private Occupational Schools (DPOS) **OR** the Colorado State Archives. The DPOS transcript request fee is $35.00 (*non-refundable*) and should be made payable to "DPOS" (NOTE: if requesting more than one copy an additional $5.00 fee per copy is required). If your transcripts are maintained and located at the Colorado State Archives, please contact the State Archives directly. The State Archives charges students a $20 fee. Certifications are an additional $10 fee.

Transcript Location ☐ **DPOS** ☐ **State Archives – Location Code** _____

Student Information

Student's Name (*name used when enrolled at the school*). Last:	First:	MI:
Social Security Number:	Student ID Number: (*if applicable*)	

Current Name Last:	First:		MI:
Current Mailing Address Street:	City:	State:	Zip:
Day time phone number:	Fax number:		
Student Signature:			

School Information

School Name:	School Location:
Dates Attended: (*Month/Year*)	
Program Enrolled in:	

Send Transcript To

Name and Address (*if different from above*).			
Last:	First:		MI:
Mailing Address			
Street:	City:	State:	Zip:

Requested By

Name: (please print)	Date:
Signature:	Check/Money Order No.:

Division of Private Occupational Schools
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-4187 phone (303) 866-4237 fax

Colorado State Archives
1313 Sherman Street, Room 120
Denver, Colorado 80203
(303) 866-2358 phone (303) 866-2229 fax
https://www.colorado.gov/pacific/archives/contact-us-1