

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 \$10.00 (*non-refundable*) and should be made payable to "DPOS". If your transcripts are maintained and located at the Colorado State Archives, please contact the State Archives directly. The State Archives charges students a \$15 fee for in-state residents and a \$25 fee for out-of-state. Certifications are an additional \$10 fee.

Transcript Location

DPOS

State Archives – Location Code _____

Student Information

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

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: (<i>Month/Year</i>)	
Program Enrolled in:	

Send Transcript To

Name and Address (<i>if different from above</i>).			
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
1380 Lawrence Street, Suite 1200
Denver, Colorado 80204
(303) 866-4187 phone (303) 866-4237 fax



Colorado State Archives

1313 Sherman Street, Room 1B-20
Denver, Colorado 80203
(303) 866-2390 phone (303) 866-2257 fax
<http://www.colorado.gov/dpa/doit/archives/>