

# 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 \$25.00 (*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 \$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  
1560 Broadway, Suite 1600  
Denver, Colorado 80202  
(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) 866-2229 fax  
<http://www.colorado.gov/dpa/doit/archives/>