

Student Record Request Instructions

- How to obtain a student transcript from a closed school

The Division of Private Occupational Schools (DPOS) is responsible for the preservation, storage and management of student records from private occupational schools approved by the Colorado Board of Occupational Schools, Department of Higher Education that have ceased operation. DPOS provides for the release of student transcripts to students that attended closed schools. Not all closed private occupational schools records are maintained by DPOS. DPOS stores some of its closed school records with the Colorado State Archives, the state's custodian of public records.

To obtain student transcripts from a closed school:

1. Attached is a [list of closed schools](#) and information about the location of student transcripts. Student transcripts for closed private occupational schools are available through DPOS or the Colorado State Archives. Please refer to the list of closed schools for the location of your student transcript. If the school you attended appears on the list of closed schools, complete the [Student Transcript Request Form](#) and contact the appropriate agency.

2. If the student transcript is available through **DPOS**, a \$25 fee for one (1) transcript is required to obtain a copy of the student transcript. If an official certified copy of the transcript is to be provided to a school, business, or person to receive the transcript, please provide the contact information on the student transcript request form. Complete the form and submit with the applicable fees (check or money order/no credit cards) payable to "DPOS" and return to:

The Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, CO 80202
Tel. (303) 866-4187/Fax: (303) 866-4237
Email: loretta.perez@dhe.state.co.us

3. If the student transcript is stored at the **Colorado State Archives** <http://www.colorado.gov/dpa/doit/archives/aboutus.htm#contact> you will need to contact them directly to submit the completed student transcript request form, along with all applicable fees. The following fees are required by the Colorado State Archives to obtain a copy of the student transcript:

- In-State residents: \$15.00 research and processing fees; \$25.00 for a certified transcript
- Out-of State residents: \$25.00 research and processing fees; \$35.00 for a certified transcript
- Certifications: \$10.00 per transcript

Complete the student transcript request form and submit with all applicable fees, payable to "Colorado State Archives" (check, money order or credit card, VISA/MasterCharge) and send to:

The Division of Archives and Public Records
Research Section
1313 Sherman Street, Room 1B-20
Denver, CO 80203
Tel. (303) 866-2390/Fax: (303) 866-2257
Email: archives@state.co.us

4. If the request is being made by a party other than the student, submit a copy of the student release form authorizing the party to obtain the requested information.

5. The Division of Private Occupational Schools or the Colorado State Archives cannot guarantee that a student transcript can be found for every student. If student records for your school are no longer available we may be able to assist you by providing a letter verifying that the school was an approved school recognized by the Colorado Department of Higher Education. Please contact DPOS *only* to discuss the matter and obtain a school approval letter.