

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 Colorado State Archives change their fees on an annual basis. Please visit the Archives' website for the fee schedule: <https://www.colorado.gov/archives/our-fees>

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
1600 Broadway, Suite 2200
Denver, Colorado 80202
(303) 862-3001 phone (303) 996-1330 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>

