

CLOSED SCHOOL TRANSCRIPT RELEASE REQUEST

The following information is needed for the Commission to conduct a search for your transcript from a closed Oregon school. Whether we are able to locate your records or not, there is a **\$12 non-refundable** fee for a transcript search. The Commission must receive your check or money-order and this signed release form **PRIOR** to processing your request. You will be notified by email if the search is unsuccessful.

*** * NOT TO BE USED FOR GED REQUESTS OR HIGH SCHOOL RECORDS REQUEST * ***

Please use the following link to request your Oregon's High School Equivalency Program transcript: [GED](#)

For high school transcripts, contact the school district where the high school was located.

Your name while attending school:

Last 4 digits of Social Security Number (Optional)

Your current phone number:

Your email address:

PLEASE NOTE: We are unable to email transcripts

Your current name:

Your current mailing address:

City, State Zip

Name of school you attended:

Address or city of school attended:

Date(s) attended:

Program you were enrolled in:

*Additional location to mail 1 official transcript:
(if applicable)

*Additional location mailing address:

*City, State Zip:

You will receive 1 unofficial transcript, as well as 3 official signed and sealed transcripts by USPS.

Due to privacy concerns, please be aware we are unable to email transcripts.

X

****Student Signature Required****

Date

Form must be fully complete and signed/dated or there may be a delay in processing your request.

Questions? Call (503) 947-5716 or email Info.PPS@HECC.Oregon.gov

Please mail this form and \$12.00 check or money-order made payable to the

Higher Education Coordinating Commission:

Office of Private Postsecondary Education

3225 25th St. SE

Salem, OR 97302