

Mpower student record request process

Until January 24, 2025

Contact Record specialist Julie Klass at Julie.Klass@AZPPSE.gov. Provide:

1. Your Name
2. School name and location
3. What you are requesting (transcript, ledger, certificate, etc.)

The typical \$10 record fee will be waived until 1/24/25

The Record specialist will then send you a DocuSign form. Please completely fill this form out and send it back to the record specialist. This will be done EVERY TIME you need your documents.

In the middle of the form you will see the opportunity to write a secure email address or physical mailing address (that is who should be receiving your requested document directly from AZPPSE). Doing this keeps all documentation official. This is typically done when you need documents sent for testing, for an employer, or for continuing education. We can and do send documents to students as well, but once it is in your possession, it is deemed unofficial.

Once the DocuSign is returned back to the record specialist and the documents are sent to the destination on the form, a confirmation email will be sent to the student.

AFTER January 24, 2025

Follow the process that is in place at ppse.az.gov/students. You must pay a \$10 fee before the record process can begin. This fee is non refundable.

The ten dollar fee has been waived for only Mpower students until 1/24/25.