

Arizona State Board for Private Postsecondary Education

**Closed School Student Record Request Form**

**Parchment.com is the primary Custodian of Records for the following schools. Please Do Not Send Physical Requests.**

Brown Mackie College (Chaparral College);  
Le Cordon Bleu – Scottsdale  
Cortiva Institute  
Tucson College  
ITT (1994-2001)

Collins College  
Apollo College - All Campuses  
Argosy University  
ITT (2001- Closure)

**Florida Career College is the Custodian of Record for: Anthem College, Bryman School, High-Tech Institute**

<https://transcript.floridacareercollege.com/>

All Other Schools, please complete and return this form along with making payment at [ppsepayment.az.gov](http://ppsepayment.az.gov) (select for transcripts).

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Correct Name of Closed School\*: \_\_\_\_\_

Name of Program Enrolled (No Acronyms): \_\_\_\_\_

Month/Year of Enrollment/Graduation Date: \_\_\_\_\_ Campus Location (City in AZ): \_\_\_\_\_

Name (printed legibly) that Student used while Attending the closed school: \_\_\_\_\_

Last 4 of students SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone# \_\_\_\_\_

Have you requested records from AZPPSE previously? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

Email address: \_\_\_\_\_

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All records sent to a student directly will be e-mailed. If a physical copy is needed please expect an E-mail or call to discuss the request. **Always include your e-mail.**

**Please select the Purpose of your request:**

Personal Files  / Testing  / Licensing  / Furthering Education  / Employer-Employment  / Other: \_\_\_\_\_

**Official Transcripts:**

**Official Transcript to be sent to:**

Institution/Company: \_\_\_\_\_

Attention to: \_\_\_\_\_

Address: \_\_\_\_\_

Secured E-mail to receive official transcripts: \_\_\_\_\_

Secured E-mail must be verified with the receiving entity to ensure documents are accepted electronically. Not verifying the required means of receipt will delay the time the records will be received by the receiving entity.

**Student's signature (this authorizes the release of confidential information.)**

### **INFORMATION FOR ALL REQUESTS**

**Processing Fee:** Please complete the transcript request form and email it to [Jacqueline.rome@azppse.gov](mailto:Jacqueline.rome@azppse.gov). A \$10 non refundable fee per request can be paid online at: <https://ppsepayment.az.gov/content/transcripts> or by sending a check or money order to: AZPPSE, 1740 W. Adams Street, Suite 3008, Phoenix, AZ 8500.

**3<sup>rd</sup> Party Requests:** Submit a copy of the student release form authorizing the 3<sup>rd</sup> party to obtain the requested information. The request must be accompanied with a non-refundable \$10.00 fee to : <https://ppsepayment.az.gov/content/transcripts>. Company Check (3<sup>rd</sup> Party requests Only) or Money Order will be accepted if made out to AZPPSE and mailed to address below

**AZPPSE, 1740 W ADAMS ST., SUITE 3008, PHOENIX, ARIZONA 85007**

**Processing Time and No Guarantee:** Please be advised that the processing time can range from one to six weeks. The State Board cannot guarantee that a student record can be found for every student. All requests will receive a response with results of the request should proper contact information be provided.

**Follow-up or update requests please e-mail [Jacqueline.Rome@azppse.gov](mailto:Jacqueline.Rome@azppse.gov)**