*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); Collins College**

**Le Cordon Bleu – Scottsdale Apollo College - All Campuses**

**Cortiva Institute Argosy University**

**Tucson College ITT (2001- Closure)**

**ITT (1994-2001)**

**Florida Career College is the Custodian of Record for: Anthem College, Bryman School, High-Tech Institute: Please Do Not Send Physical Requests. Please visit: https://transcript.floridacareercollege.com/**

**All Other Schools, please verify that your institution is on the Closed School List (**[**https://ppse.az.gov/closed-school-list**](https://ppse.az.gov/closed-school-list)**), and that AZPPSE is the Custodian of Records. If the Closed School List indicates that your request can be emailed to AZPPSE, complete and return this form along with making payment at ppsepayment.az.gov (select for transcripts). If it does not indicate to send an email request to AZPPSE, please contact the appropriate Custodian of Records for transcript inquiries.**

**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: Email delivery is the preferred and fastest method of delivery. Requests for mailing transcripts can take up to 6 weeks to fulfill.**

**Secured Email to receive official transcripts:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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**

**Please email receipt of payment along with the completed Student Records Request form. Failure to email receipt of payment will cause a delay in processing.**

**Processing Fee: Please complete the transcript request form and email it to 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.**

**3rd Party Requests: Submit a copy of the student release form authorizing the 3rd 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 (3rd 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