

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);
Everest College (Academy of Business)
Collins College
Le Cordon Bleu – Scottsdale

Tucson College
ITT (2001- Closure)
ITT (1994-2001)

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 (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: _____

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. 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 request should proper contact information be provided.

Follow-up or update requests please e-mail Jacqueline.rome@azppse.gov