

*Arizona State Board for Private Postsecondary Education*

1400 W. WASHINGTON, ROOM 260  
PHOENIX, ARIZONA 85007  
(602) 542-5709

**STUDENT RECORD REQUEST FORM**

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

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

Dates of Enrollment/Graduation Date: \_\_\_\_\_ Program Enrolled: \_\_\_\_\_

Campus Location (Address): \_\_\_\_\_

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

Student's social security number: \_\_\_\_\_

Student's current address:

\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

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

Specific Information Wanted from Student File: \_\_\_\_\_

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**Official Transcript to be sent to:**

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

If request is being made by a party other than the student, submit a copy of the student release form authorizing the party to obtain the requested information.

**Processing Fee:** Complete this form and return it with a **\$10.00 money order made out to Private Postsecondary Education** to the address above. The fee is for processing your request and is **non-refundable** regardless of the outcome of the records search.

**Processing Time and No Guarantee:** Please be advised that the average processing time is three to six weeks. The State Board cannot guarantee that a student record can be found for every student.