The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-6048
TTY: N.E.T. Relay 1-800-439-2370
http://www.doe.mass.edu/proprietary
email: proprietaryschools@doe.mass.edu

Office of Proprietary Schools
Transcript/Document Request Form

If you wish to receive your transcript or documents from a closed proprietary school for which the Massachusetts Department of Education is the repositor, please fill out and sign this form, then mail it to the address above. We cannot accept faxed or emailed copies of this form.

The Department will make every effort to complete this request within thirty (30) days. Providing a stamped, self-addressed envelope will help to expedite your request. Please note that the Department makes no guarantee that it can locate your transcript or file. While the Department may be the repositor of the closed school's records, we only have the records furnished to us by the school at the time of closure; therefore, student records may not be complete or may not be available.

If the transcript is being requested by a third party (e.g. another school or a background-checking agency), this form must be accompanied by a document, signed by the student, authorizing the third party to request the transcript.

At this time there is no cost to request transcripts or documents.

School Attended: _____

Dates of Attendance: _____

Student Name: _____
(At time of attendance) Last First MI

Student Address: _____
Street

_____
City State Zip

Phone: day _____ **evening** _____

Social Security Number: _____

- ❑ This transcript is being requested by a third party.
  Name: _____
  Company: _____
  Phone/Email: _____

Send transcript to:
- ❑ Address listed above
- ❑ Fax number: _____
- ❑ Alternate address: _____
  _____

Signature: _____ **Date:** _____