



The Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-6048
TTY: N.E.T. Relay 1-800-439-2370
<http://www.doe.mass.edu/ops/>
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 private, post-secondary occupational school formerly licensed by the Massachusetts Department of Elementary and Secondary Education is the repositior, please complete 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. While the Department may be the repositior of some closed school's records, we only have the records provided to us by the school; therefore, the Department cannot guarantee that your transcript or file is 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: _____

Address of school that Student Attended: _____

Dates of Attendance: _____

Student Name: _____

(At time of attendance) Last First MI

Student's Address: _____

Street City State Zip

Phone: day _____ **evening** _____

Social Security Number: _____

This transcript is being requested by a third party.

Name: _____

Company: _____

Fax number: _____ Phone/Email: _____

Address: _____

Street City State Zip

Before signing this form I consulted the Department's list of closed school records and have determined that the Department is the holder of these records. The list is available on the Department's website at <http://www.doe.mass.edu/ops/closed/closedlist.html>

Signature: _____ **Date:** _____