



REQUEST FORM FOR OFFICIAL STUDENT TRANSCRIPT/RECORDS FROM CLOSED PROPRIETARY SCHOOLS

Contact our office at transcripts@laregents.edu or (225) 342-4253 to determine if we have your records. Complete one form per school and mail to: (Choose from one of the mailing services below.)

Standard Mailing Address (US Postal Service):

Overnight Mailing Address (Fed-Ex, UPS, or US Postal Service):

STATE OF LOUISIANA
BOARD OF REGENTS
PO BOX 3677
BATON ROUGE, LA 70821

BOARD OF REGENTS
PROPRIETARY SCHOOLS
1201 NORTH 3RD STREET
SUITE 6-200
BATON ROUGE, LA 70802

(Please type or print in ink.) Circle one: Mr. Miss. Ms. Mrs.

Your Name: \_\_\_\_\_

Other/Maiden Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits of your Social Security Number: \_\_\_\_\_

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

What is the name of the school you attended? \_\_\_\_\_ In what city was this school located? \_\_\_\_\_ What is the last year you attended? (Approximate): \_\_\_\_\_

Have you ever requested a transcript from our office? Yes \_\_\_\_\_ No \_\_\_\_\_

Table with 3 columns: Record type (Official Copy 1-3, Unofficial Fax/Email), Reason for request, and Mailing instructions.

FEE(S): There is a \$10.00 processing fee for the first set of copies which includes: a cover letter, an official copy of requested record(s), first class return postage of requested records, and if needed, fax/email copies of these documents. Additional copies are \$5.00 each.

PAYMENTS: We do NOT accept cash, personal checks or credit/debit cards. Payment must be made with a "money order" or "business or certified check" only and made payable to "LA Board of Regents."

I HAVE ENCLOSED \$ \_\_\_\_\_ WITH THIS REQUEST. I UNDERSTAND THAT THE FEE IS REFUNDABLE IF NO DOCUMENTATION IS LOCATED

I can be contacted at: Phone No.: \_\_\_\_\_ E-Mail Address: + \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Our office will not process this request without a signature.) Revised 2/15/2019

FOR OFFICE USE ONLY Print pages: \_\_\_\_\_ Ck/MO # \_\_\_\_\_ Date: \_\_\_\_\_ Amt: \_\_\_\_\_