STATE OF OHIO BOARD OF CAREER COLLEGES AND SCHOOLS

30 EAST BROAD STREET, SUITE 2481 COLUMBUS, OHIO 43215-3414 (614) 466-2752 Fax (614) 466-2219 Toll Free (877) 275-4219

E-mail: bpsr@scr.state.oh.us Website: http://www.scr.ohio.gov/

STUDENT RECORDS REQUEST FORM

Current Name of Student/Former Student:			
Name of Student/Former Student (at time of att	endance):		
Current Address:			
City:	State:	Zip:	
Phone:			
Social Security Number:		_	
Name of School/College Attended:			
Address of School/College:			
City:	State:	Zip:	
Date of Birth:			
Date Entered School/College:	Curriculum/Progra	am:	
Did you graduate? YES NO	Date Graduated:		
Mail paperwork to (besides the student): OP	**************************************		
Name of Organization:			
To the Attention of:			
Address:			
City:	State:	Zip:	
Phone:			
Date of Request:			
Signature of Student/Former Student:			
Office Use Only			
Records \$15 Transcripts \$15	Diploma \$15		
Date of Request:	Person Taking Call:	Person Taking Call:	
Date of Record Search:	Records Found	Records Not Found	

PSR 0069 (Revised 10/11)