

NEVADA CPE TRANSCRIPT REQUEST FORM

The Nevada Commission on Postsecondary Education is the state repository for the transcripts of closed postsecondary schools within the State. If the school still maintains operations in another state, you will need to follow the schools process for obtaining a transcript at the open location. Please check the list of schools who maintain transcripts separate from CPE at www.cpe.state.nv.us. If your school is listed as on file with the Commission, complete this form and send along with a non-refundable ***MONEY ORDER*** for \$5, payable to the “State of Nevada Treasurer”:

Mail or in person: Commission on Postsecondary Education
 Transcript Request
 2800 E. St. Louis Avenue
 Las Vegas, NV 89104

If the Commission is unable to locate the record, all recipients will receive a confirmation letter that the transcript was not located within the archives. Transcript research requests are typically processed within 7 – 10 business days of the receipt of payment.

NAME OF SCHOOL	
STUDENT NAME	CURRENT EMAIL & PHONE NUMBER OF STUDENT
STUDENT NAME AT TIME OF ATTENDANCE	DATES OF ATTENDANCE
BIRTH DATE	STUDENT ID or LAST FOUR OF SSN
LIST THE RECIPIENTS TO RECEIVE A TRANSCRIPT	
RECIPIENT: ADDRESS:	
SIGNATURE OF STUDENT	DATE SIGNED