

## 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](http://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.

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