

REQUEST FOR TRANSCRIPT SEARCH

The State Council of Higher Education acts as the curator of some closed schools' student records, while other defunct schools maintain student academic records elsewhere. Please consult the list of Closed Schools (<https://ppe.schev.edu/list-private-postsecondary-schools>) to determine where records from each closed school are kept. To obtain records from SCHEV, please complete and mail in this form. *Form must be typed and include an original signature. Please do not submit photocopies of this form.*

Requestor Information

Name:	Daytime Phone:
Name Under Which Enrolled (if different from above):	
Birthdate:	Social Security Number:
Email Address:	
School Attended:	
Location:	Dates of Attendance/Graduation:
Name and Address Where You Want Response Sent:	

A \$10.00 non-refundable money order or cashier's check made payable to "Treasurer of Virginia" must accompany this request. **PERSONAL CHECKS ARE NOT ACCEPTED.**

FAXED OR PHOTOCOPIED FORMS WILL NOT BE ACCEPTED. Please mail form and payment to:

**SCHEV
Attn: PPE
James Monroe Building, 10th Floor
101 North Fourteenth Street
Richmond, Virginia 23219**

Signature: _____ Date: _____

PLEASE BE ADVISED:

- Even though you attended the school named above, we may not have a copy of your record. Should this be the case, we will notify you accordingly.
- The State Council of Higher Education for Virginia does not act in the capacity of registrar and cannot produce official transcripts. SCHEV provides copies of the records the agency has in storage, which may be incomplete or incorrect.
- One form must be filled out per request under one name. If requesting a search under multiple names, please fill out separate forms and include the appropriate fee for each form.
- For third-party requests, please attach a signed release from the student.
- Transcript requests will be processed within 10-14 business days upon receipt.
- If you have questions, please call 804-225-3093.