

# OBTAINING A TRANSCRIPT FROM A CLOSED PRIVATE POSTSECONDARY SCHOOL

The Kansas Board of Regents will provide copies of transcripts to students from closed Private Postsecondary Schools upon request.

***The procedure for obtaining transcripts from a closed school is as follows:***

Complete a Closed School Request for Transcript form (form attached) with the following information:

- Name as it was when you attended school (i.e.; maiden name)
- Social Security Number
- Name of the institution attended
- Your address when attending closed school
- Your current phone number
- Complete address where you would like transcript(s) sent

This request must be mailed with **\$7.00 in cash or money order** (personal checks are not accepted) to the following address:

Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368  
Attn: Private Postsecondary Education

It can take 10 days once the request is received to process.

The State of Kansas has records from the following closed schools:

American Career College Amtech Bryan Institute Central Business College Clark's School of Business Climate Control Institute Cranford Business College Draughon Business College ECPI Franklin Hays Pathology Lab	Kansas Massage Institute Mid-American Training Center Office Edge Computers Platt of Overland Park Remington College Salt City Business College Southern Technical College United Technical Institute Wichita Automotive Wichita Business College Wichita Drafting College
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Additional closed school transcripts may be found at:

CLOSED SCHOOL NAME	LOCATION OF RECORDS	ADDRESS	PHONE
Topeka Technical College	Remington Administrative Services	500 International Parkway, Suite #200 Heathrow, FL 32746	407-562-5642 407-562-5549 Fax Contact - Virginia McFall

<b>CLOSED SCHOOL NAME</b>	<b>LOCATION OF RECORDS</b>	<b>ADDRESS</b>	<b>PHONE</b>
Bethany Medical Center	Kansas City Kansas Community College		913-334-1100 ext 245 Contact Michael Parret
College of Emporia	Emporia State University – Transcription Records – Registrar	1200 Commercial St. Campus Box 26 Emporia, KS 66801	620-341-1200 ext 5211
Kansas Technical Institute or Kansas College of Technology Now – KSU Salina	Kansas State University – Salina Office of the Registrar	2310 Centennial Rd Salina, KS 67401	785-826-2607
Marymount	Ft. Hays State University Office of the Registrar	600 Park Street Hays, KS 67601	785-628-4222
Presidents College School of Law	Friends University Office of the Registrar	2100 West University Wichita, KS 67213	316-295-5400
St. John’s Technical College	Concordia University Office of the Registrar	800 N. Columbia Ave. Seward, NE 68434	402-643-7400
St. Mary of the Plains	Ft. Hays State University Office of the Registrar	600 Park Street Hays, KS 67601	785-628-4222
Tarkio College of Missouri	Sterling College Office of the Registrar	125 West Cooper Sterling, KS 67579	620-278-4280
Virginia College – Technical	Marie Ford Education Corporation Of America	300 Riverhills Business Park Birmingham, Al 35242	205-329-7885
The Way College of Emporia	Way International Director’s Office	PO Box 700 New Knoxville, OH 45871	419-753-2523



# KANSAS BOARD OF REGENTS

1000 SW JACKSON • PRIVATE POSTSECONDARY EDUCATION • SUITE 520 • TOPEKA, KS 66612-1368

TELEPHONE - 785-296-3422 or 785-296-0911

FAX - 785-296-4526

www.kansasregents.org

## CLOSED SCHOOL REQUEST FOR TRANSCRIPT

A fee of \$7.00 in cash or money order per document must accompany this form

Institution Name: \_\_\_\_\_

Student Name: \_\_\_\_\_  
(Last name as it appeared on records during attendance, i.e. maiden name)

Student Social Security Number: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

Student Address City & State: \_\_\_\_\_  
(During attendance)

Current Phone Number: \_\_\_\_\_

Approximate dates of attendance: \_\_\_\_\_

Address to mail transcripts to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional copies to be mailed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_

*\*Note – Processing can take up to 10 days from the date request is received*

Office Use:	Date Request Received _____
	Date Transcript Mailed _____