

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 the Closed School Request for Transcript form 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
- Your current phone number
- Complete address where you would like transcript sent

This request must be mailed with **\$10.00 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

From the date a request is received it can take 10 days to retrieve records from archives and process.

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

American Career College (Platt Topeka)	Hays Pathology Lab
Amtech/Wichita Automotive	Kansas Massage Institute
BMSI Institute LLC	Mid-American Training Center (Franklin)
Bryan Institute	Office Edge Computers
Central Business College	Platt of Overland Park
Clark's School of Business	Remington College (Southern Technical/UTI)
Climate Control Institute	Salt City Business College
ComputerTraining.edu@Kansas City, Kansas	Southern Technical College (Remington)
Cranford Business College	United Technical Institute (Remington)
Dental Careers Academy of Topeka	Wichita Automotive (AMTECH)
Draughton Business College (Wichita Drafting)	Wichita Business College
ECPI	Wichita Drafting College (Draughton)
Franklin	

Additional closed school student information may be found at:

CLOSED SCHOOL NAME	LOCATIN OF RECORDS	ADDRESS	PHONE/CONTACT INFORMATION
Bethany Medical Center	Kansas City Kansas Community College		913-334-1100 ext 2545
College of Emporia	Emporia State University – Transcript 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 Road 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
Topeka Technical College	Remington Administrative Services	500 International Parkway, Suite 200 Heathrow, FL 32746	407-562-6542 407-562-5549 Fax Contact – Virginia McFall
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

CLOSED SCHOOL REQUEST FOR TRANSCRIPT

A fee of \$10.00 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.*

★ LEADING HIGHER EDUCATION ★