**Missouri College Student Record Verification**

The Missouri Department of Higher Education & Workforce Development (MDHEWD) strives to maintain a database of closed proprietary schools in the state of Missouri. In some instances, the department maintains the actual records although we make no claims for having records in their entirety.

Please **fax** the following information, **including a valid email address** to **(573) 751-6635**, or you may mail the request to MDHEWD–Proprietary, PO Box 1469, Jefferson City, MO 65102-1469.

Student Name:

Student Name at Time of Attendance (if different):

Social Security Number:

Month and Day of Birth:

Email Address (**PRINT CLEARLY**):

Program Name:

Approximate Date(s) of Attendance:

Provide a **COMPLETE MAILING ADDRESS** for where the transcript should be sent. The MDHEWD is not responsible for misdirected or returned records due to inaccurate addresses.

**Student Signature:**

Requests must include a fee of **$10 per transcript** payable via check or money order to the Missouri Department of Higher Education & Workforce Development. If the transcript cannot be located, your payment will be returned.

We often receive dozens of transcript requests each week. Therefore, you must allow two weeks after receipt of payment for processing your request.