**Student Record Verification**

The Missouri Department of Higher Education & Workforce Development (MDHEWD), Proprietary School Certification Program, 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.

To initiate a search for student records for a closed proprietary school, please **fax** the following information, **including a valid email address** to **(573) 751-6635**:

Student Name:

Name at Time of Attendance (if different):

Social Security Number:

Month and Day of Birth:

Email Address (**PRINT CLEARLY**):

Name of Institution/School Attended:

Address of Institution/School Attended:

Program Name:

Approximate Date(s) of Attendance:

A preliminary search will be made to determine if the MDHEWD is able to locate your records or if the records may be maintained by another organization. The MDHEWD will contact you **by email** with the results of this preliminary search, which may include any of the following:

* Request for additional information or clarification
* Unable to locate records
* Contact information if records are maintained by another organization
* Incomplete records located at MDHEWD
* Transcript available

If the MDHEWD is able to locate a transcript or copies of your student records, you will be directed to complete a Student Record Request Form and mail the original form along with a fee of $10 per transcript. The MDHEWD will require a minimum of two weeks to process your request.

***DO NOT SEND A FEE WITH THIS INITIAL REQUEST WITHOUT CONFIRMATION FROM THE MDHEWD.***