



Student Record Request Instructions

❖ Obtaining a student transcript from a closed school

The Colorado Department of Higher Education (CDHE) is responsible for the preservation, storage and management of student records from private colleges/universities authorized by the Colorado Commission on Higher Education that have ceased operating.

Note: The CDHE only has those transcripts from institutions that closed after 2012.

1. Student transcripts for closed institutions are available through CDHE. If the institution you attended appears on the list of closed institutions, please complete the [Student Transcript Request Form](#). If you do not see your school on the list, please email us at questions@dhe.state.co.us. This form is only to be used for the schools listed under the Closed Private, Degree-Granting Universities.
2. The Colorado Department of Higher Education has contracted with Parchment (www.parchment.com) for faster, more economic fulfillment of your transcript needs. Please access the direct link to Parchment highlighted on the [page](#) for Jones International University or ITT-Technical Institute on this [page](#). Parchment only has transcripts for Jones International University and ITT-Technical College. If you attended CollegeAmerica, you can order your transcript through CDHE or through [Gramarcy](#). Gramarcy is set up to fulfill all CollegeAmerica records.
3. Complete the [form](#) and submit the applicable fees.
4. If the request is being made by a party other than the student, submit a copy of the student release form authorizing the party to obtain the requested information.
5. The Colorado Department of Higher Education cannot guarantee that a student transcript can be found for every student. If your record is not available in our files, we may be able to assist you by providing a letter specific to the institution's situation.

Questions? questions@dhe.state.co.us

Do not use this email address to make your request.

