

## Guidelines for Obtaining Student Transcripts or Records from Private Institutions

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If you are enrolled in a school that has closed or has announced a pending closure, there are several options to consider and steps to take to continue your education.

- The Coordinating Board currently does not maintain a repository of transcripts for institutions, open or closed.
- The Coordinating Board is not able to provide degree or education verification for individual students.
- The Coordinating Board may have information on the location of student transcripts from **private degree-granting institutions** which have closed. You may contact the Coordinating Board at (512) 427-6201 for closed institution contact information.

Private degree-granting institutions maintain their students' transcripts. When a private degree-granting institution closes, it is required to provide information to the Coordinating Board regarding the maintenance and location of transcripts. The Coordinating Board will provide this contact information, when available, to students who wish to request their transcripts from a closed private degree-granting institution.

Other contacts for student transcripts:

- The Texas Workforce Commission – Career Schools and Colleges Division (TWC) may be able to assist students who wish to obtain transcripts from closed **non-degree-granting career, business, or technical schools**. TWC can be contacted at (512) 936-3100.
- The Texas Education Agency (TEA) may be able to assist students who wish to obtain **high school diplomas/transcripts**. TEA can be contacted at (512) 463-9734.

*Students enrolled in a school that has closed or has announced a pending closure have several options to consider and steps to take to continue their education.*