



OPSU POLICIES AND PROCEDURES

TITLE: Transcript Request Policy

APPROVED BY: Wayne Manning, VPAAO

ISSUING AUTHORITY: Bobby Jenkins, Director of Admission and Registrar

DATE: 9-17-2010

OPSU complies with the Family Educational Rights and Privacy Act of 1974; therefore, students must request transcripts in writing.

Transcripts are available in the Registrar's Office during normal business hours.

To request a transcript contact the Registrar's Office or complete a [transcript request form](#) at OPSU website then mail or fax it to OPSU.

http://www.opsu.edu/Offices/Admissions/?page=Transcript_Request

You may mail the transcript request to

**OPSU
Office of the Registrar
PO Box 430
Goodwell, OK 73939**

Or you may fax the transcript request to
(580) 349-1371

All holds must be cleared for any transcripts to be released. The standard processing time for transcripts is 24-48 hours after the completed transcript request is received. The process may be delayed during peak times in the semester.

OPSU does not charge for official transcripts; however, OPSU does limit 10 transcripts per request. OPSU does not pay for overnight delivery.