

Transcript Request Policy



Effective Date: September 17, 2010

Approved by: Wayne Manning, VP Academic Affairs and Outreach

Policy Owner: Registrar

Last Reviewed: September 28, 2017

Last Revised: September 28, 2017

Revision Approved by: Dr. Julie Dinger, VP Academic Affairs

Oklahoma Panhandle State University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974; therefore, students must request transcripts in writing.

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

To request a transcript, contact the Registrar's Office, Admissions Office, or complete a [transcript request form](#) at the 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 shipping.