



Business, Consumer Services and Housing Agency– Gavin Newsom, Governor

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
P (916) 431-6959 F (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)  
BPPE Transcript Request Email: [bppe.transcripts@dca.ca.gov](mailto:bppe.transcripts@dca.ca.gov)



## TRANSCRIPT REQUEST FORM

(Processing time is approximately 10 business days)  
NO CHARGE REQUIRED

### STUDENT INFORMATION

\_\_\_\_\_  
Student Name at Time of Enrollment

\_\_\_\_\_  
Number of Copies Needed

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
Last 4 Digits of Social Security Number

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Years Attended School

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

### SCHOOL INFORMATION

(School Attended)

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Program of Study

\_\_\_\_\_  
School Address

\_\_\_\_\_  
City, State and Zip Code

### TRANSCRIPT RECIPIENT INFORMATION

(Where to Send Transcript?)

\_\_\_\_\_  
Recipient Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code

This signature authorizes the release of your transcript(s) or other student records.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date