



REQUEST PROCESS FOR OFFICIAL STUDENT TRANSCRIPTS OR VERIFICATION FROM CLOSED PROPRIETARY SCHOOLS

- Louisiana Board of Regents is the caretaker for student transcript records for Licensed Louisiana Proprietary Schools that have closed.
- This office does not have records for every closed proprietary school, and for those schools we do have, we cannot guarantee that the records are complete.
- We do not maintain high school transcripts, GEDs, or transcripts for academic degree granting institutions.
- Please follow the steps below for all records requests whether a physical transcript request or a verification request.

Student Records Request Steps

1. Please submit your request to transcripts@laregents.edu. Request should include:
 - a. identifying information for the student
 - b. the school and the city it operated in
 - c. years attended/graduated
 - d. subject(s) studied
2. Staff will search our files for copies of the student's records. Please allow up to five business days for the staff to search.
3. Staff will notify the requester if the records have been found and will provide the official release form.
4. Mail the form and the required fee to either of the addresses below:

BOARD OF REGENTS
PROPRIETARY SCHOOLS
PO BOX 3677
BATON ROUGE, LA 70821

BOARD OF REGENTS
PROPRIETARY SCHOOLS
1201 N 3RD ST, STE 6-200
BATON ROUGE, LA 70802

5. Staff will process your request and mail out the required transcript. Please allow 10-15 business days for processing after the receipt of the required form and fee.

If Records are Not Found

As Louisiana Board of Regents cannot guarantee that a student transcript can be found for every student. If student records for a school are no longer available we may be able to assist you by providing a letter verifying that the school was licensed proprietary school in the state of Louisiana.

A NOTE ON TIMELINES:

These timelines attempt to take into account the delay in processes due to disruption caused by the Covid-19 health crisis, but the volume of requests could increase delays beyond what is stated here.