



<b>Transcript Request Policy</b>	<b>1-015</b> <b>Academic Affairs</b>
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## **1.0 POLICY**

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

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

1.03 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. <https://opsu.edu/transcript-requests/>

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**

1.04 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.

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

## Policy History

Latest Revision: January 2024

First Adopted: September 2010

Revision History: September 2017; January 2024