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/](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