ILLINOIS BOARD OF HIGHER EDUCATION
1 NORTH OLD STATE CAPITOL PLAZA, SUITE 333
SPRINGFIELD, ILLINOIS 62701-1377

Use this form to request a student transcript for Private Business and Vocational School (PBVS) that no longer provides academic instruction. We cannot confirm over the phone that we have records for a specific student. We cannot verify over the phone education or graduation dates. Transcripts are processed on a first-come, first served basis. This applies to all requests, regardless of how they reach us. Requests are logged in a queue and are filled in that order. For that reason, walk-in requests will not be processed while the person waits. All records are copies only.

Fees: There is a **$10 fee for each** transcript requested. The fee can be paid via check, money order, or cashier's check. **NO CASH.**

Procedure: If requesting a transcript to be returned to the former student, please include a SELF-ADDRESSED, STAMPED BUSINESS SIZE #10 ENVELOPE. If requesting a transcript to be delivered to background verification, place of employment, or educational institution, please complete the **Recipient** portion of the form below and IBHE will fulfill the request.

Student's Full Name While Attending the School:		
Institution:		
Student ID # or Last Four Digits of Social Security #:		
Date of Birth:		
School Address:		
Dates of Attendance:		
Student's Current Name:		
Email Address:		
Address:		
Phone #:		
City:	State:	Zip Code:
Student Signature:	Date	

Recipient: Complete this section only when the transcript needs to be sent to an address other than the student's (e.g., college or employer) or when a third party is submitting this request. The IBHE cannot process a third-party request without a signed student authorization form; the request and payment will be returned if authorization is not provided.

Name:		
Organization:		
Mailing Address:		
City:	State:	Zip Code:

REQUESTS MUST INCLUDE THIS FORM, A PHOTOCOPY OF DRIVERS LICENSE, AND A POSTAGE-PAID, ADDRESSED ENVELOPE FOR REQUESTS RETURNING TO STUDENT IN ORDER TO BE PROCESSED. INCOMPLETE REQUESTS DELAY PROCESSING TIME

Mail To: Illinois Board of Higher Education
PBVS Transcript Request
1 N Old State Capitol Plaza, Suite 333
Springfield, IL 62701