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*Policy Name: TRANSCRIPT REQUEST AND PROCEDURE POLICY*

*Policy Owner: Director*

*Policy Code: 122*

*Policy Effective Date: August 28, 2017*

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### 122.1 - Transcript Policy and Procedure

Transcripts is a copy of a student's permanent academic record, which usually means all courses taken, all grades received, all honors received and degrees conferred to a student from the first day of school to the current school year.

### 122.2 - Purpose

This procedure describes the process for making both informal and formal requests for transcripts, the costs thereof, restrictions on release of transcripts, and sources of additional information. Students may request a transcript for all coursework taken at Montana Barber Institute.

### 122.3 - Procedure

There is no charge for transcripts.

Students may obtain an official copy of their academic record from the Administrative office.

If sending a written request via letter, email or fax, you MUST include the following information:

1. Complete current name (also, if different, your name while attending Montana Barber Institute)
2. Social Security number (or student ID number, if different)
3. Date of birth
4. Daytime phone number or e-mail address where you can be reached
5. Name and address of where (or fax number and name of person to whom) the transcript is to be sent
6. Purpose of the request
7. Your signature

Letter Request Should be addressed to The Institutes address.

Montana Barber Institute  
4107 Dyer St  
El Paso, Texas 79930

Fax request should be sent to

Email request should be sent to [mbi.barberinstitute@gmail.com](mailto:mbi.barberinstitute@gmail.com)

Transcripts are usually issued up to four working days after requests are received.

Transcripts cannot be released if the student either is indebted to the institution or has not yet submitted official transcripts from institutions previously attended.