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*Policy Name: TRANSCRIPT POLICY*  
*Policy Owner: Director*  
*Policy Code: 122*  
*Policy Effective Date: August 28, 2017*

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## Purpose

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. This procedure describes the process for making formal requests for academic transcripts, the costs there of and restrictions on release of transcripts. Students may request a transcript for all programs taken at Montana Barber Institute.

## Scope:

- 122.1 Procedure
- 122.2 Budget
- 122.3 Evaluation and Shared Information

### 122.1 - Procedure

Students may obtain a copy of their academic transcripts from the Administrative Department.

If sending a written request by letter, 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:

Montana Barber Institute  
1920 N Zaragoza Rd. Suite 101 - 103  
El Paso, Texas 79938

If requesting by email, request should be sent to [mbi@mbibarbering.org](mailto:mbi@mbibarbering.org) . Please state your full name and your contact number and/or the contact information where the transcripts are being sent. School may reach out to you to re-confirm prior to sending information.

Transcripts are usually issued up to five 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.

#### 122.2 Budget

Montana Barber Institute does not charge students for transcripts requests, so there is not a budget for this policy.

#### 122.3 Evaluation and Shared Information

This transcript policy is accessible to faculty, staff and students on school website and catalog. This policy will be reviewed annually by faculty, staff and Institutional Advisory Committee.