

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**

EDUCATION LICENSURE COMMISSION

TRANSCRIPT REQUEST FORM

By law, the Education Licensure Commission (“ELC”) is the repository for academic records of institutions in the District of Columbia that close and make no other arrangements for the maintenance of its records. The Commission does not have legal authority to alter documents in the records of closed schools. All transcripts issued by the Commission are certified copies of records as they appeared in the Office of the Registrar upon the school’s closing. **Official copies bear the seal of the Commission and are issued only to institutions.** Student copies of transcripts are issued directly to students.

To request a copy of a transcript, please submit this completed form to the D.C. Education Licensure Commission at 810 First Street, NE, 2nd Floor, Washington, DC 20002. A check, or money order, made payable to the D.C. Treasurer for ten (\$10.00) dollars, must accompany your request. Please allow thirty (30) days for the processing of all requests.

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Social Security Number: _____ : _____ : _____ E-mail Address: _____

Maiden Name (If applicable): _____

Name of Institution Attended: _____

Date(s) of Attendance: _____

TRANSCRIPT SHOULD BE SENT TO:

Name of Institution or Former Student: _____

Address: _____

City/State/Zip Code: _____

I certify that I am the person listed above and the information in this request is true and correct.

Date

Signature