

Transcript Request Form

MS Commission on Proprietary Schools & College Registration
3825 Ridgewood Road, Jackson, MS 39211

Phone: 601-432-6518 • kverneuille@mccb.edu • <http://www.mccb.edu/program/psDefault.aspx>

\$10.00 per transcript request

Transcript is sent by postal mail within 3-5 business days of receipt of payment.

Note that it may take up to two weeks to receive your transcript by mail.

Make money order payable to CPSCR.

CPSCR has custodial possession of transcripts for the following listed schools ONLY:

- Performance Training Institute
- Moore Career College (Jackson & Hattiesburg)
- Coastal Training Institute
- Virginia College (Online, Biloxi & Jackson)
- Neely Business College

Current Contact Information:

Name: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Student Information:

Name of School: _____

Name (Include maiden name or any name used while in enrolled): _____
Date of Birth: _____

Location: _____ Last four of SSN: _____

Dates Attended: _____

Did you graduate? Yes No Year of Graduation: _____

Student Signature: _____

Date: _____

Send Transcript to:

Institution/Individual Name: _____

Department/Office: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Use Only

Completed by: _____ Date of Record Search: _____

Record Found: _____ Record Not Found: _____ Date Record Sent: _____