



**Montana  
High School Equivalency  
(HSE) Program**

**HSE (HiSET/GED) Transcript Release Form**

**Choose only one:**

1. **Mailing address** to have the official transcript sent to *(include stamped/addressed envelope)*:

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2. **Fax number** to have the unofficial transcript sent to:

Name of person and/or entity to be faxed to:

*Staff will only process HSE transcript requests that have a stamped, pre-addressed envelope or working fax number*

Provide the following information *(please print)*:

Name under which you tested	City where tested	Year tested
_____	_____	_____
Current name (if it is different from the one above)	Date of birth (MM/DD/YYYY)	
_____	_____	
Present mailing address	Phone number	
_____	_____	
City                      State              Zip	Email address	
_____	_____	
Signature	Today's date (MM/DD/YYYY)	
_____	_____	

**For an official HiSET or GED transcript,**  
*mail this release form with stamped and pre-addressed envelope to*  
HSE Program  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**For an unofficial HiSET or GED Transcript,**  
*fax this form to 406-444-1373 and include return fax number*

For assistance, phone the HSE Helpline at 406-444-4151  
*Callbacks are scheduled for Tuesday and Thursday*  
*See next page for detailed instructions*

# Directions to help you complete the High School Equivalency (HSE) Transcript Request Form

**Note: Transcript requests are processed on Tuesday and Thursday *ONLY*.**

**Please plan accordingly.**

Print out the HSE Transcript Request Form and fill it out *as completely as you can* to obtain records for HiSET and GED testing completed in the State of Montana.

- For an **official** transcript, mail the transcript request form back to us at the address listed at the bottom of the form. Most colleges and universities prefer the transcript be sent from the OPI directly to them in a sealed envelope. Remember to include a *stamped and pre-addressed envelope* made out to the person or institution you would like the transcript to go to. **This service is free of charge, but we do not cover postage.** Typical turnaround time is two weeks.
- For an **unofficial** copy, fax the transcript request form to us. Please make sure you include a working return fax number. Typical turnaround time is 1-4 business days.
- **Picking up a copy** of your GED or HiSET transcript at the OPI Office is not permitted at this time (March 20, 2020 until further notice). Sorry for the inconvenience. Please call the HSE Helpline for assistance.
- **Do not e-mail** transcript request forms or request your transcripts digitally. We do not send or receive sensitive information through e-mail.



## Contact:

- **HSE Program**  
**Montana Office of Public Instruction**  
**PO Box 202501**  
**Helena, MT 59620-2501**
- **Phone the HSE Helpline:** 406-444-4151
  - Callbacks are scheduled for Tuesday and Thursday
- **Website:** [http://opi.mt.gov/Families-Students/Student-Resources/GED-HiSET- High-School-Options-Program](http://opi.mt.gov/Families-Students/Student-Resources/GED-HiSET-High-School-Options-Program)
- **Email:** [OPIHSE@mt.gov](mailto:OPIHSE@mt.gov)
- **Fax:** 406-444-1373