

How to complete a HiSET/GED Release form

Note: Transcripts are processed on Tuesday and Thursday afternoons *only*.

Please plan accordingly.

Please print out the HiSET (formerly the GED) Transcript Request Form and fill it out as completely as you can to obtain records for testing completed in the state of Montana.

For an **official** transcript, fill this form out and mail back to us at the address listed at the bottom of the form. Most colleges and universities prefer the document sent directly from the OPI directly to them in a sealed envelope. Remember to include a *self-addressed, stamped envelope* made out to the person or institution you would like it to go to. **We do not charge a fee for this service, but we do not cover postage.**

For an **unofficial** copy, fax this form to us. Please make sure you include a return fax number if this is the case.

If you are in Helena, you can arrange to **pick up** your transcript at the office. Contact Emily and let her know you would like to stop in to request a copy of your transcript and she will have your record ready for you. We are located at 1300 11th Ave (next to Safeway) in Helena.

Do not email Emily transcript request forms or request your transcripts digitally. She *does not* send or receive potentially sensitive information through email.

Contact:



Emily Fuller

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