

How to complete a HiSET Release form

Print the HiSET (formerly the GED) Transcript Request Form and complete it as much as possible to obtain records for testing completed in the state of Montana.

For an **official** transcript, complete the request form and mail it back to the address listed at the bottom of the form. *Please note:* Most colleges and universities prefer the transcripts from the OPI be mailed directly to them in a sealed envelope. Include a *self-addressed, stamped envelope* addressed to the person or institution to which it goes. We do not charge a fee for printing an official transcript, but *we do not cover postage*.

For an **unofficial** transcript copy, fax the Transcript Release Form to 406-444-1373. Make sure to include a return fax number and contact information.

If you are in the Helena area, you may arrange to **pick up** your transcript. Call Emily at 406-444-1691 and ask her to print and hold a copy of your transcript. She will arrange to have it ready for you to pick up at the Office of Public Instruction at 1300 11th Avenue (next to Safeway) in Helena. *Be sure to bring a driver's license or other official identification with you.*

Do not email Emily transcript requests or forms. The OPI does not receive or send potentially sensitive information via email.

Contact:



Emily Fuller

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Helena, MT 59620-2501

- Phone: 406-444-1691
- Website: www.opi.mt.gov
- Email: Efuller@mt.gov
- Fax: 406-444-1373