



**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)*:

| |
|--|
| |
| |
| |

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 with working voicemail | |
| _____ | _____ | |
| City State Zip | Email address | |
| _____ | _____ | |
| Signature (physical signature required) | 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 a return fax number.

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

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

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

Requests are processed on a first come, first served basis. 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 to three weeks. You may choose rushed shipping to speed up the process, purchased through the postal carrier. Note, transcript requests are only processed Tuesday and Thursday.
- 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.
- **Your request will be delayed** if we do not receive a pre-stamped, pre-addressed envelope or working fax number with your request. Delays can also occur with a credential earned before 1985 and records that do not match identifying information on the Transcript Release Form. We will make one attempt to call and email you if your request is delayed.
- **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
- **Fax:** 406-444-1373