


MONTANA HIGH SCHOOL EQUIVALENCY

Postal Mail HiSET/GED Transcript Release Form

 <p style="margin: 0;">Montana Office of Public Instruction Elsie Arntzen, Superintendent</p>	<p style="margin: 0;">Montana High School Equivalency (HSE) Program</p>
<p>See the next page for directions to help you complete the HSE transcript request.</p>	
<p>1. Mailing address to have the official transcript sent to <i>(include pre-stamped and pre-addressed return envelope)</i>:</p>	
<p>Notes:</p>	
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 (check box below for electronic signature)	Today's date (MM/DD/YYYY)

By checking the box, you agree that your electronic signature has the same legal validity as your handwritten signature on the document, and that it has the same meaning as your handwritten signature.

1. For an official HiSET or GED transcript, mail this form (must include a stamped and pre-addressed return envelope) to:

HSE Program
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

For assistance, phone the HSE Helpline at 406-444-4151 or email opihse@mt.gov

Callbacks and email responses are scheduled for Tuesday and Thursday only (excluding holidays)

See the next page for detailed instructions on how to complete the request

MONTANA HIGH SCHOOL EQUIVALENCY (HISET/GED) TRANSCRIPT RELEASE FORM *DIRECTIONS*

Transcript requests are processed on Tuesday and Thursday *ONLY* by High School Equivalency (HSE) Helpline Staff. 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 HiSET or GED transcript, mail the transcript request form to:
HSE Program
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
- Include with your request a stamped and pre-addressed return envelope made out to the person or institution you would like it to go to.
 - This service is free of charge, but we do not cover postage.
- Many colleges and universities prefer the transcript be sent from the OPI directly to them in a sealed envelope.
- Typical turnaround time is two to three weeks.
 - You may choose rushed shipping to speed up the process, purchased through the postal carrier.
 - Your request will be delayed if we do not receive a stamped and pre-addressed envelope.
 - 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.
 - Note, transcript request processing and callbacks only occur Tuesday and Thursday excluding holidays.
- **Do not e-mail completed transcript request forms.** You may choose to complete the transcript request form via secure file transfer service instead . See _____ link for this option.

For assistance, phone the HSE Helpline at 406-444-4151 or email opihse@mt.gov

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