



Montana
Office of Public Instruction
Elsie Arntzen, Superintendent

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	
Present mailing address		Phone number	
City	State	Zip	Email address
Signature		Today's date	

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.
- To **pick up** your transcript, contact the HSE Helpline at 406-444-4151 or OPIHSE@mt.gov. In your message, state that you would like to pick up a copy of your transcript and include contact information. You will receive a call or email back regarding your request. Please remember these requests are processed on Tuesday and Thursday ONLY - Plan accordingly.
- **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