



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

**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.

1. For a **digital** copy of your HSE transcript, use the [secure File Transfer Service](#) and digitally send the transcript request form to [opihse@mt.gov](mailto:opihse@mt.gov).
  - a. If you, the requester, are not the recipient of the digital transcript, it is your responsibility to make sure the recipient has a secure File Transfer Service account before you send the request. (e.g. sent to a college).
    - i. Note: a digital copy of a HSE record may only be considered official if it is sent directly to a higher education institution or employer from [opihse@mt.gov](mailto:opihse@mt.gov) via secure File Transfer Service. Make sure the institution or employer has a secure File Transfer Service Account.
  - b. *Do not e-mail completed transcript request forms directly to [opihse@mt.gov](mailto:opihse@mt.gov). Instead, use the secure File Transfer Service. **Our email is not secure and your privacy is important.***
  - c. For detailed directions on how to use the file transfer service to request a digital transcript, visit the the following links:
    - i. [Montana File Transfer Service Instructions](#) (videos in "Try the Demo" section)
    - ii. [ePass Montana Account Setup & File Transfer Service - Digital Transcript](#)
  - d. For File Transfer Service Technical Support contact [MT.Gov Technical Support](#)
  - e. **Download the Adobe Acrobat Reader** on your mobile device or computer and use it to fill out the transcript request form on-line (import to Acrobat). This form may not work if you do not have a PDF reader.
  - f. Please make sure you include a return email address that is associated with a file transfer service account.
  - g. File Transfer Service must be ran on one of the newest three Microsoft web browsers. Other browser versions are not fully supported and can prevent you from using the service.
  - h. If you have issues reading or accessing the document, please contact the OPI by emailing [opihse@mt.gov](mailto:opihse@mt.gov) or calling 406-444-1691.
    - i. Typical turnaround time is 1-5 business days.
2. For an **unofficial** copy of your transcript, **fax** the transcript request form to us.
  - a. Please make sure you include a working return fax number and confirm the fax inbox is secure and attended to (check-box on page one of the form in the fax information section).
  - b. Typical turnaround time is 1-5 business days.
3. **Your request will be delayed** if we do not receive an email address associated with your secure file transfer account, or working fax number and confirmation that the fax machine is secure.
  - a. We will make one attempt to call and email you if we do not find your record or if your request was delayed.

For assistance, phone the HSE Helpline at 406-444-4151 or email [opihse@mt.gov](mailto:opihse@mt.gov).  
Callbacks and email responses are scheduled for Tuesday and Thursday only (excluding holidays).