


# MONTANA HIGH SCHOOL EQUIVALENCY

## Digital HiSET/GED Transcript Release Form

 <b>Montana</b> Office of Public Instruction Elsie Arntzen, Superintendent <small>opi.mt.gov</small>	<b>Montana High School Equivalency (HSE) Program</b>		
<b>See the next page for directions</b> to help you complete the HSE transcript request. <b>Choose only ONE of the following:</b>			
<b>1. Email address</b> to have the transcript sent: (Do NOT e-mail completed transcript request forms directly to the OPI. Instead, use the secure File Transfer Service to send and receive your request safely - <i>see next page for directions</i> . Sender of transcript request and recipient of transcript must have a secure File Transfer account to request and receive a transcript digitally. <b>Requests sent via email will not be processed.</b> )			
<b>2. Fax number</b> and name of the person and/or entity to be faxed to:			
Check this box to confirm the fax machine is secure and attended to: <input type="checkbox"/>			
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
<b><u>APPLICANT SIGNATURE REQUIRED</u></b> (Check box below if signature is typed)			<b><u>TODAY'S DATE REQUIRED</u></b> (MM/DD/YYYY)

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

- For a digital HiSET or GED transcript, send this form via secure [File Transfer Service \(FTS\)](#)/ePass Montana (**Sender of transcript request and recipient of transcript must have a secure File Transfer account**).
  - Do NOT e-mail completed transcript request forms directly to the OPI. Instead, use the secure File Transfer Service to send and receive your request safely (see next page for directions).
- For an unofficial HiSET or GED transcript, fax this form (must confirm your fax machine is secure and attended to):  
Fax number 406-444-1373

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.**

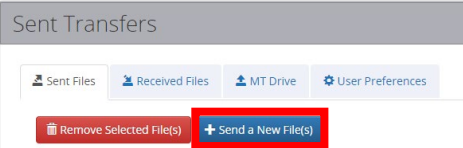
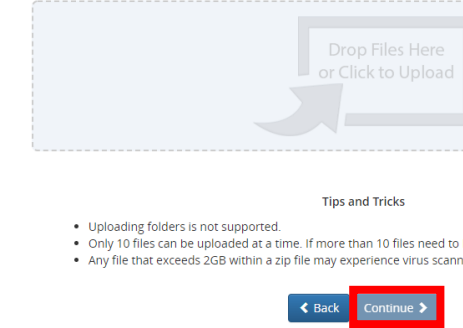

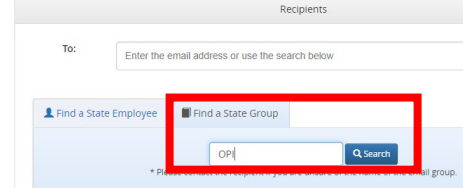
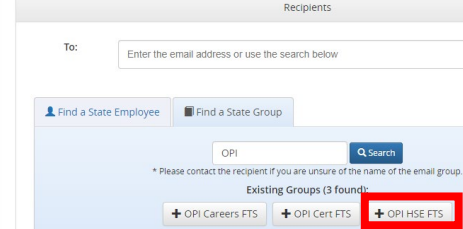
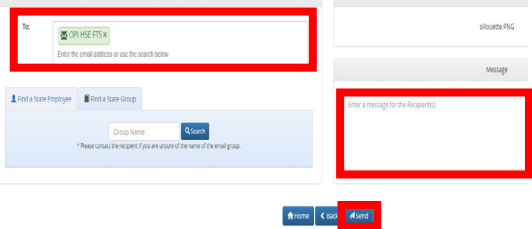
# MONTANA HIGH SCHOOL EQUIVALENCY (HISET/GED) TRANSCRIPT RELEASE FORM DIRECTIONS

**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 \(FTS\)](#) and digitally send the transcript request form to the Office of Public Instruction.
  - 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 [opihsefts@mt.gov](mailto:opihsefts@mt.gov) via secure File Transfer Service. Make sure the institution or employer has a secure File Transfer Service Account.
  - b. **Do not email completed transcript requests forms directly to the OPI.**
  - c. Instead, use the secure File Transfer Service. **Our email is not secure, and your privacy is important.**
  - d. **For directions on how to use the file transfer service to request a digital transcript, proceed to page three of this document.** If more help is needed, visit 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](#)
  - e. For File Transfer Service Technical Support contact [MT.Gov Technical Support](#)
  - f. **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.
  - g. Please make sure you include a return email address that is associated with a file transfer service account.
  - h. File Transfer Service must run on one of the newest three Microsoft web browsers. Other browser versions are not fully supported and can prevent you from using the service.
  - i. If you have issues reading or accessing the document, please contact the OPI by emailing [opihse@mt.gov](mailto:opihse@mt.gov) or calling 406-444-4151.
  - j. 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 (checkbox 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).

	<p>Create a <a href="#">File Transfer Service account</a>.  <a href="#">Click here</a> for directions.</p> <p>Once you are logged into the Montana File Transfer Service, select <b>Send a New File(s)</b></p>
	<p>Click on the shaded box to <b>upload</b> your file.</p> <p>Once it has uploaded, click <b>Continue</b></p>
	<p>Select <b>State Employee or login.mt.gov Customer</b> as the recipient</p>
	<p>Since you are sending to a group (OPI High School Equivalency), you must select the <b>Find a State Group</b> tab.</p> <p>In the search box, type <b>"OPI"</b>.</p> <p>Click the <b>Search</b> button</p>
	<p>You will now see all OPI groups appear. <b>Select OPI HSE FTS.</b></p>
	<p>Notice that the OPI HSE FTS selected is in the <b>Recipients</b> box.</p> <p>Type in any notes under the <b>Message</b> header.</p> <p>Select <b>Send</b>.</p>