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**Division of Professional Licensure**  
**Office of Private Occupational School Education**  
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**NOTICE**

TO: Current and Former Students of the American Career Institute (ACI) located at  
703 Granite Street, Braintree, MA  
186 Alewife Brook Parkway, Cambridge, MA  
125 Newbury Street, Framingham, MA  
365 Caldwell Drive, Springfield, MA  
10 State Street, Woburn, MA

DATE: March 1, 2013

RE: Student Record Pickup for ACI-Springfield Students

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Former students of the American Career Institute (ACI) who attended the school's Springfield location, should be advised that Division of Professional Licensure (DPL) staff will be in Springfield, MA, on Thursday, March 7, 2013 from 10:00 am to 3:30 pm, to distribute hard copies of any student records currently available. The specific time and location of this pickup are as follows:

***Student Record Pickup for ACI-Springfield Students***

Thursday, March 7, 2013

10:00 am – 3:30 pm

DPL Springfield Office

436 Dwight Street, Room 210

Springfield, MA 01103

Phone: (413) 735-6293

Directions: [http://license.reg.state.ma.us/public/dpl\\_location/dpl\\_office\\_locator.asp](http://license.reg.state.ma.us/public/dpl_location/dpl_office_locator.asp)

In order to receive these records, students must present a valid photo ID that matches the name on their file, and will also be required to sign a document acknowledging they have received them. Please be advised that no one other than the student will be allowed to pick up copies of these documents. To help DPL verify the accuracy of the records that have been obtained from ACI, students should bring any and all ACI records that they currently have in their possession. If a student's records are not available or are incomplete, DPL will inform the student accordingly, obtain their information, and provide the records at a later date.

As previously announced in [Bulletin #4](#), DPL has secured hard copies of student documents that were kept at each of ACI's five former locations. DPL has also received some additional electronic records. These records include:



- Transcripts;
- Enrollment agreements; and
- Ledger cards.

### *Student Record Pickup*

Students who are unable to pick up their records in Springfield on March 7<sup>th</sup> but wish to receive their records in person, may also travel to DPL's office in Boston, MA, anytime between 10:00 am - 12:00 pm, or 2:00 pm - 4:45 pm, Monday through Friday. Upon arrival, students should ask to speak with someone in the Office of Private Occupational School Education. In order to receive these records, students must bring a valid photo ID that matches the name on their records, and will also be required to sign a document acknowledging they have received them. Please be advised that no one other than the student will be allowed to pick up copies of these documents.

### *Receipt of Student Records by Mail*

Students unable to travel to Boston or Springfield to pickup their records may download a copy of the "[Transcript and Documentation Release Authorization Form](#)" now available on DPL's website, [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools). After completing it students should return the form along with a self-addressed and stamped envelope, to DPL's Boston office at the following address:

Division of Professional Licensure  
Office of Private Occupational School Education  
1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
Attn: ACI Closure

Upon receipt of this form, DPL will make every effort to provide students with copies of any records currently available in a timely manner.