



Commonwealth of Massachusetts
Division of Occupational Licensure
Office of Private Occupational School Education
One Federal Street, Suite 600 • Boston • Massachusetts • 02110

STUDENT RECORDS REQUEST FORM

Use this form to request a copy of student records held by Division of Occupational Licensure (DOL). Do not submit this form if DOL is not the record holder. To determine whether DOL is the record holder, please consult DOL's list of closed schools: <https://www.mass.gov/service-details/closed-schools-and-student-records-office-of-private-occupational-school-education>. If DOL is the record holder, please complete and sign this form and mail it to the address above. There is no cost to request student records.

DOL will make every effort to complete this request within thirty (30) days. Please note that while DOL may hold some closed school's student records, DOL only has those records provided by the school at the time of its closure; therefore, DOL cannot guarantee that your student records are available. Schools that closed before July 2012 were only required by Massachusetts law to hold student records for 7 years. However, check the list as some records may still be available. You will be notified if your records cannot be located.

Please print clearly.

Student's Current Name: _____
Last First MI

Student's Name When Attending the School: _____
Last First MI

School Attended: _____ Program Attended: _____

Address of School Attended: _____ Dates of Attendance: _____

Last 4 Digits of Your Social Security Number (SSN): XXX-XX-____ Student ID# (if known) _____

Phone: Day: _____ Evening: _____ Email: _____

Student Signature: _____ Date: _____

STUDENT'S DELIVERY PREFERENCE (Select One)

☐ Mail Records to Student at: _____
Street City State Zip

☐ Please check here if the student needs the records to be mailed in a sealed and stamped envelope.

☐ Secure Email Records to Student at: If you will accept a secure email that requires you to log in to retrieve the record(s), please provide your email address. If you will not accept secure emails, then DOL cannot email records.
Email address: _____

TO SUBMIT REQUEST: This completed form may be hand-delivered, mailed, or sent via facsimile.

**DO NOT EMAIL THIS FORM: EMAIL IS NOT A SECURE DELIVERY METHOD
FOR DOCUMENTS THAT CONTAIN CONFIDENTIAL INFORMATION.**

