

Obtaining a Transcript from a Closed Proprietary School

The Kansas Board of Regents will provide copies of transcripts to students of closed Proprietary Schools upon request. The State of Kansas has records from the following schools:

American Career College
Amtech
Bryan Institute
Central Business College
Clark's School of Business
Climate Control Institute
Cranford Business College
Draughon Business College
ECPI
Franklin
Hays Pathology Lab
Mid-America Training Center
Office Edge Computers
Platt of Overland Park
Remington College
Salt City Business College
Southern Technical College
United Technical Institute
Wichita Automotive
Wichita Drafting College

The procedure for obtaining transcripts from a closed school is as follows:

Completely fill in your request with the following information:

- Name as it was when you attended school (i.e.; maiden name)
- Social Security Number
- Name of the institution attended
- Your current address

An on-line copy of a request form is available by [clicking here](#).

This request must be mailed with **\$7.00 in cash or money order** to the following address:

**Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Attn: Proprietary Schools**

From the date a request is received it can take 1-2 weeks to retrieve records from archives and process.

Closed degree granting school information:

CLOSED SCHOOL NAME	LOCATION OF RECORDS	ADDRESS	PHONE
College of Emporia	Emporia State University Transcription Records - Registrar	1200 Commercial St. Campus Box 26 Emporia, KS 66801	620-341-1200 x5211
Kansas Technical Institute or Kansas College of Technology now KSU Salina	Kansas State University-Salina Office of the Registrar	2310 Centennial Road Salina, KS 67401	785-826-2607
Marymount	Ft. Hays State University Office of the Registrar	600 Park Street Hays, KS 67601	785-628-4222
Presidents College School of Law	Friends University Office of the Registrar	2100 West University Wichita, KS 67213	316-295-5400
St. John's Technical College	Concordia University Office of the Registrar	800 N. Columbia Ave. Seward, NE 68434	402-643-7400
St. Mary of the Plains	Ft. Hays State University Office of the Registrar	600 Park Street Hays, KS 67601	785-628-4222
Tarkio College of Missouri	Sterling College Office of the Registrar	125 West Cooper Sterling, KS 67579	620-278-4280
Virginia College – Technical	Marie Ford Education Corporation of America	300 Riverhills Business Park Birmingham, AL 35242	205-329-7885
The Way College of Emporia	Way International Director's Office	PO Box 700 New Knoxville, OH 45871	419-753-2523