

**OBPVS**

Initial Report

Updated as of \_\_\_\_\_ [DATE]<sup>1</sup>

**LOCATION OF STUDENT RECORDS (TRANSCRIPTS, ETC.)  
FOR A CLOSED SCHOOL**

NAME OF SCHOOL:

SCHOOL ADDRESS AT TIME OF CLOSURE:

DATE SCHOOL CLOSED (OR WILL CLOSE):

IDENTIFY ANY BRANCH LOCATIONS TO WHICH THIS FORM WILL ALSO APPLY:

Name:

Address at time of Closing:

PHYSICAL LOCATION FOR STUDENT RECORD RETENTION:

**PRIMARY CUSTODIAN CONTACT INFO.**

NAME OF PRIMARY CUSTODIAN ON THE DATE FORM COMPLETED:

AREA CODE and TELEPHONE NUMBER FOR CUSTODIAN OF RECORDS:

AREA CODE and FAX NUMBER FOR THE RECORDS CUSTODIAN:

EMAIL ADDRESS FOR THE RECORDS CUSTODIAN:

INFORMATION THAT NEEDS TO BE PROVIDED TO OBTAIN RECORDS OR OTHER PROCEDURES:

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<sup>1</sup> It is truly heartbreaking for the OBPVS Staff and tragic when a Student contacts the OBPVS and reports that they have tried the information on record . . . but the telephone number is no longer in service, the person is "No Longer at this Address," or an email was "Undeliverable." **Please do your best to keep this information up-to-date to allow your former Students to have documentation of the training you provided and they paid you to receive!!**