

## Course of Study Transcript Policies

### Transcript Request

Students may request a copy of their COS transcript by emailing [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org). Requests must include the student's:

- Full name
- PID number
- Annual Conference

### Student Record Reporting and Retention

Course of Study School student records shall be kept by the school's director under the privacy guidelines developed by GBHEM and GCFA.

Each school is responsible for submitted grades for each student to GBHEM within 60 days of the close of the session. GBHEM records the grades in the student's permanent record and will make them available annually to the annual conference registrar.

GBHEM shall issue additional official COS transcripts only upon written request of the student.