***OBPVS***

**Initial Report**   **Updated as of \_\_\_\_\_\_\_\_\_\_\_\_ [DATE] [[1]](#footnote-1)**

**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 CUSTONDIAN CONTACT INFO.**

**NAME OF PRIMARY CUSTODIAN** ON THE DATE FORM COMPLETED:

**AREA CODE and TELEPHONE NUMBER** FOR CUSTODIAN OF RCCORDS:

**AREA CODE and FAX NUMBER** FOR THE RECORRDS CUSTODIAN:

**EMAIL** ADDRESS FOR THE RECORDS CUSTODIAN:

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

1. 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!!** [↑](#footnote-ref-1)