



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF HIGHER EDUCATION
Office of College and University Evaluation
5 North Mezzanine
Albany, New York 12234
Tel. (518) 474-2593
Fax (518) 486-1861

November 2007

Dear Sir/Madam:

This correspondence is to inform you that the Office of College and University Evaluation (OCUE) will process requests for former students of Taylor Business Institute in the order received. Typically, there is a two to three week processing cycle for a diploma/degree request; GED inquiry; or for a transcript request. This protocol has been in effect since December 2006. Sending a second request for the same purpose within this time frame may result in delays in responding to your request. All requests must be mailed. Faxed requests are not accepted.

Should you need additional forms, please go to our website at www.highered.nysed.gov/ocue/. Once on the website, look for the Closure of Taylor Business Institute on the right side of the page. You may print as many forms as you need.

If you submit an incomplete request or the request lacks signatures, it will be returned to you for revision and subsequent resubmission to this office.

The appropriate use of this form (including required information) will enable us to process your request more efficiently and you will receive your documents in a timely manner. We hope this does not cause you any undue inconvenience.

Thank you for your cooperation.

Sincerely,

Samantha F. Rowell

cc: Barbara D. Meinert

