



Obtaining Your Learning Record/Transcript Quick Reference Sheet

Policy: ALIS' policy is to update learner records within *15 business days of the conclusion of the course*. Learner records are maintained (i.e., kept on file) for a minimum of seven years. Learning records/transcripts are *only provided to learners*, after receipt of *written notification, request, or permission*. Learning records/transcripts will not be issued to anyone other than the learner, unless a written notification (permission statement) has been received.

Below are instructions as to how to request a copy of your learning record/transcript.

Instructions:

- Provide the following written information:
 - Your name
 - Preference for transmittal of learning record/transcript: email or USPS
 - Your email address and/or mailing address
- Send your written request by:
 - Email to [Noël Naylor](#) (please write Transcript Request in subject line):
 - Mail your request to:
 - ALIS, Inc.
 - Attn: Noel Naylor – Transcript Request
 - 2800 Shirlington Road, Suite 1100
 - Arlington, Virginia 22206
- Allow 10 - 12 business days to receive your learning record/transcript

If you have questions about this policy or instructions, please contact [Noël Naylor](#) or 703-379-4340.