

REQUEST FOR TRANSCRIPTS AND/OR EDUCATION VERIFICATION

WHAT IS AN ONTARIO STUDENT TRANSCRIPT?

The Ontario student transcript is a comprehensive record of a student's overall achievement in secondary school and provides a record of standing with regard to secondary school diploma requirements. All students studying in Ontario have an Ontario Student Transcript (OST). Transcripts may be required for university/college application or for many other reasons.

WHO DO I CONTACT TO GET A TRANSCRIPT?

During the school year (September to June) you should contact the school you attend or attended.

During the summer secondary school shut down (normally the second week in July to the third week of August), you request your transcript from the Education Centre (705) 728-7570.

IF YOU ARE A CURRENT STUDENT APPLYING TO ONTARIO UNIVERSITY OR COLLEGE

Your student transcript is sent by the electronic transfer of all student marks throughout the year to the Ontario College Application Service (OCAS) or Ontario University Application Centre (OUAC). If you are applying out-of-province or require a transcript another purpose you can request your transcript from the school Student Services/Guidance office. Current students will not be charged fees.

IF YOU ARE A FORMER STUDENT:

APPLYING TO AN ONTARIO COLLEGE AND ATTENDED HIGH SCHOOL AFTER 1985 – You can order your transcript online when you complete your college application (see <http://www.ontariocolleges.ca>). A processing fee will be charged as part of your college application.

APPLYING TO AN ONTARIO UNIVERSITY OR OUT-OF-PROVINCE SCHOOL or any other purpose and you attended High School after 1985 – You may request your official transcript from your former school during the school year or from the [Board office](#) during the summer. A processing fee as set out on the request form applies.

AND ATTENDED HIGH SCHOOL BEFORE 1985 – You can ONLY request these transcripts from your former school during the school year as these records are paper based. Additional processing time of up to two weeks may be required. A processing fee as set out on the request form applies.

WHAT WILL IT COST? - A request for an original transcript will be charged a processing fee of \$10.00. Additional copies will be \$5.00 each to a maximum of \$20.00 per request. Payment by cash or cheque ONLY must be received before the transcripts are released.

Students applying to Ontario Colleges will be charged a processing of \$10.00 when they complete their online college application form.

There are no charges for completing letters of attestation or standard forms.

CAN I RECEIVE MY EDUCATION VERIFICATION DOCUMENTS (TRANSCRIPT) THROUGH THE MAIL?

All requests must be verified and authenticated with appropriate identification. As long as these requirements are met, the documents may be mailed to the parent/guardian/adult student's current home address.

WILL MY TRANSCRIPT BE FORWARDED TO A UNIVERSITY OR COLLEGE OR OTHER ORGANIZATION?

Transcripts will not be mailed or faxed by SCDSB to a third party (school, agency, etc.) Individuals requesting transcripts are solely responsible for sending transcripts to any other party.

Current students shall have their marks forwarded to the Ontario College Application Service (OCAS) or to the Ontario University Application Service (OUAC).

Former students may request an electronic transfer of the transcript to the OCAS when they complete the college application form.

Any special circumstances will be dealt with on case-by-case basis.

WHAT IF I JUST NEED A LETTER VERIFYING MY EDUCATION?

You may request a letter of attestation or verification regarding graduation, registration or student attendance from the school or the Board office during the summer by completing the [Request for Education Verification Form](#).

Valid government issued photo identification as indicated on the request form must be presented. If a third party is picking up the Letter of Attestation on the student's behalf, a copy of the student's valid government issued photo identification must accompany the request along with a [consent to release form](#).

CAN SOMEONE ELSE PICK UP THE DOCUMENT FOR ME?

A third party may pick up documents on behalf of the adult student when the request for the form specifically indicates that there will be a third party pick up and the [consent to release form](#) accompanies the request. The third party is required to present a valid copy of the student identification and their own photo identification at time of pick up.

SCDSB SCHOOLS AND CONTACT INFORMATION

| Last Secondary School Attended: | Contact Information: |
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| Banting Memorial High School | 203 Victoria Street East, Alliston, L9E 1G5 (705) 435-6288 |
| Barrie Central Collegiate Institute | 125 Dunlop Street West, Barrie, L4N 1A9 (705) 726-1846 |
| Barrie North Collegiate Institute | 110 Grove Street East, Barrie, L4M 2P3 (705) 726-6541 |
| Bear Creek Secondary School | 100 Red Oak Drive, Barrie, L4N 9M5 (705) 725-7712 |
| Bradford District High School | 70 Professor Day, Bradford, L3Z 2A3 (905) 775-2262 |
| Collingwood Collegiate Institute | 6 Cameron Street, Collingwood, L9Y 2J2 (705) 445-3161 |
| Eastview Secondary School | 421 Grove Street East, Barrie, L4M 5S1 (705) 725-1321 |
| Elmvale District High School | 25 Lawson Avenue, Elmvale, L0L 1P0 (705) 322-2201 |
| Innisdale Secondary School | 95 Little Avenue, Barrie, L4N 2Z4 (705) 726-2552 |

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| Midland Secondary School | 865 Hugel Avenue, Midland, L4R 1X8 (705) 526-7817 |
| Nantyr Shores Secondary School | 1146 Anna Maria Avenue, Innisfil, L9S 1W2 (705) 431-5950 |
| Nottawasaga Pines Secondary School | 8505 County Road 10, Angus, (705) 424-5030 |
| Orillia District Collegiate & Voc Institute | 2 Borland Street, Orillia, L3V 2B4 (705) 326-7394 |
| Park Street Collegiate Institute | 233 Park Street, Orillia, L3V 5W1 (705) 326-7386 |
| Penetanguishene Secondary School | 51 Dunlop Street, Penetanguishene, L9M 5W1 (705) 549-7446 |
| Stayner Collegiate Institute | 7578 Hwy 26, Stayner, L0M 1S0 (705) 428-2639 |
| Twin Lakes Secondary School | 381 Birch Street, Orillia, L3V 2P5 (705) 325-1318 |