

# English Education Verification Letter

An English Education Verification Letter is generally used to prove that a student attended English speaking schools while living in the Province of Ontario. The letter lists the schools attended by the student in Ontario with the dates of attendance at each school. The Letter also states that the language used to teach the classes at each school was English.

Typically, an English Education Verification Letter is used by parents living in Québec who wish to enrol their children in English speaking schools. The letter can also be used to prove that a person attended school in Ontario.

**Student records are confidential and English Education Verification Letters are issued only at the written request of the student and are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

Requests for English Education Verification Letters are completed in the order in which they are received. Processing time depends on how long you have been out of school and the number of people already in line in front of you.

Processing time is generally 5 to 7 business days  
**During peak periods, processing time may be longer than normal.**

If your school is open and you have been out of school **less than five years**:

Contact your former secondary school for your English Education Verification Letter.

If your school has closed or you have been out of school for **over four years**; mail, fax, email, or bring a copy of this request form and your ID to:

Transcript Services  
District School Board of Niagara  
191 Carlton Street  
St. Catharines, Ontario, L2R 7P4

Fax: # (905) 688-7753

E-mail: transcripts@dsbn.org

You **must** submit proof of identification along with this request form. ID **must** have your Legal Name and Date of Birth.

**Some Examples of ID:** • Birth Certificate • Driver's Licence • Passport  
**Copy of ID can be:** • a scan • a digital photo • a photocopy

**The personal information on this form is collected under the legal authority of the Education Act.**

Current Last Name		Given Names				
Last Name(s) while in school		Date of Birth (month, day, year)		Current Phone Number		
Current Address: Street Number, Street Name, & Apartment Number					SCHOOL INFO	Last Secondary School Attended
City	Province	Country	Postal Code	Last Year ( date )		Graduated? Y   N

**SEND TO:**

- mailing address(es)
- school fax #
- school email
- Call for Pick-Up

**Note: Personal email address not permitted**

DATE of Request: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

<b>English Education Verification Letter</b>	<b>\$5.00</b> (per copy)	#	Total \$
<b>Submission Methods and Payment Method for each submission type.</b>	<b>Total Owed: \$</b>		

<b>By Email or Fax</b>	<b>VISA or MasterCard</b> - Call <b>905-641-2929 ext. 54157</b> to provide your credit card information.
<b>By Mail</b>	<b>Money Order</b> - payable to the <b>"District School Board of Niagara"</b>
<b>In Person</b>	<b>Cash, VISA, MasterCard, or Money Order</b> - payable to the <b>"District School Board of Niagara"</b>

<b>Regular Office Hours:</b>	<b>Mon. to Fri.</b>	<b>8:30 AM to 12:00 PM</b> <b>1:00 PM to 4:00 PM</b>	<ul style="list-style-type: none"> <li>• Payment must be made at the time of submission – No "Pay at Pick-Up" Option</li> <li>• Payment cannot be made by DEBIT, AMEX, VISA-DEBIT, or DEBIT-MasterCard</li> </ul>
<b>Summer Office Hours:</b>	<b>Mon. to Thurs.</b>	<b>8:30 AM to 12:00 PM</b> <b>1:00 PM to 4:00 PM</b>	

<b>This section for Office Use Only:</b>	Type of Identification	Name on Identification	Date of Birth on Identification