

Transcript & Diploma Request Form

The Ontario Student Transcript is the official record of a student's academic achievement in the Province of Ontario. Student records are confidential and transcripts 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)

Transcript and Replacement Diploma request 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. **During peak periods, processing time may be longer than normal.**

The DSBN Transcript Services Office is currently closed due to COVID-19 pandemic. All DSBN staff are working from home until schools and related buildings reopen.

Please send all transcript requests via email to: transcripts@dsbn.org

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

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:

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.

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|---|----------|----------------------------------|-------------|----------------------|---|
| 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 <input type="checkbox"/> N <input type="checkbox"/> |

SEND TO:

- mailing address(es)
- School email
- University email
- College email

Note: Personal email address not permitted

DATE of Request:

Your Email Address:

| | | | |
|---|---|---|--------------------|
| First Copy of Official Transcript on this order For Personal Records / Colleges / Universities / Employment / etc. | \$ 20.00 (1st official copy) | # | Total |
| Additional Copies of Official Transcript on this order For Personal Records / Colleges / Universities / Employment / etc. | \$ 5.00 (per additional copy) | # | Total |
| Replacement Copy of Secondary School Diploma Only one replacement copy allowed per order | \$ 25.00 <small>Note: Requests for a replacement Diploma will not be processed until schools reopen - Unavailable</small> | # | Total |
| Unofficial Working Copy of Transcript For Secondary Schools, Adult Learning Centres, and Community Education Centres ONLY. The Unofficial Working Copy must be EMAILED directly to the school. | NO FEE (unofficial copy) | # | Total No Charge |
| Submission Method and Payment Method | Total Owed: | | |

Due to COVID-19 office closures, transcript requests are only being received via email and paid for using School Cash Online.

Once it has been confirmed that your records are accessible, you will be contacted via your email address with the instructions for making a payment via School Cash Online. Please do not pay until requested. There are no refunds should you cancel your request.

Regular Office Hours: Mon. to Fri. 8:30 AM to 12:00 PM
1:00 PM to 4:00 PM
Summer Office Hours: Mon. to Thurs. 8:30 AM to 12:00 PM
1:00 PM to 4:00 PM

- Transcript Office Staff are working from home during business hours for the duration of the pandemic.
- The Transcript Office building is closed due to COVID-19.

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|--|------------------------|------------------------|---------------------------------|
| This section for Office Use Only: | Type of Identification | Name on Identification | Date of Birth on Identification |
|--|------------------------|------------------------|---------------------------------|