



GENERAL INFORMATION & INSTRUCTIONS

Students should obtain a transcript from the last school they attended in Ontario. For contact information on current open schools within our Board, see http://www.lakeheadschoo.../schools

FOR CLOSED SCHOOLS ONLY (FWCI, GRON MORGAN, LAKEVIEW, NORTHWOOD, PACI, SELKIRK and HILLCREST)

Student records of closed schools are maintained in our Board Archives. Former students, whose last school attended is now closed, can obtain a transcript by completing this Transcript Request Form and providing photo identification such as a driver's license, passport or health card (copy both front and back - please ensure your picture, name, and date of birth are legible/visible). If your name is different from when you attended school, please also provide a photocopy of your birth certificate.

TRANSCRIPT PROCESSING FEES

If your last year attended is 1983/84 or prior, there is a \$24 fee for three original transcripts. If your last year attended is 1984/85 or later, the fee is \$10 for three original transcripts. If Priority Post is requested, an additional \$10 will be required. We accept all major credit cards, cash, debit, cheque or money order made payable to Lakehead District School Board.

TO REQUEST A TRANSCRIPT IN PERSON

Apply at LAKEHEAD DISTRICT SCHOOL BOARD,

MAILING ADDRESS: JIM McCUAIG EDUCATION CENTRE, 2135 SILLS STREET, THUNDER BAY, ON P7E 5T2 - Attn: Student Records.

A Transcript Request Form is available at the Main Reception Desk on the 1st floor.

Provide your photo identification and pay the fee at the Main Reception Desk on the 1st floor (cash, debit, credit cards, cheque or money order).

TO REQUEST A TRANSCRIPT WHEN YOU CANNOT BE HERE IN PERSON

If you live outside the Thunder Bay area and someone can make the payment on your behalf, a faxed request form and photo id would be accepted. Fax to (807) 623-3083. Alternatively, you may scan the completed and signed form and photo id and e-mail to stu_records@lakeheadschoo...ca.

PLEASE ALLOW 5-10 WORKING DAYS FOR PROCESSING OF TRANSCRIPTS. Transcripts will be mailed (or faxed if requested). If necessary, they may be picked up. If another person is picking them up for you, you MUST provide a signed letter of permission.

LEGAL LAST NAME

LEGAL FIRST NAME

PREVIOUS NAME (if applicable)

LEGAL MIDDLE NAME(S)

APT #

HOUSE #

STREET

RR#

BOX #

CITY/TOWN, PROVINCE/STATE, COUNTRY

POSTAL CODE

TELEPHONE #

BIRTHDATE - MMM/DD/YYYY EMAIL ADDRESS

FIRST LANGUAGE

LAST HIGH SCHOOL ATTENDED

GRADE COMPLETED

LAST YEAR ATTENDED

OTHER ONTARIO SECONDARY SCHOOLS PREVIOUSLY ATTENDED

DID YOU GRADUATE?

Yes No

OF COPIES REQUIRED

REASON FOR REQUEST

Employment College/University Re-Entry to School/Adult Ed. Other

COLLEGE / UNIVERSITY STUDENT #

ADDRESS TO MAIL TRANSCRIPT TO (ie. home, college/university, business, etc.)

If Transcript is to be faxed, please provide recipient information.

Fax#/Name

AUTHORIZATION TO RELEASE STUDENT INFORMATION

I hereby authorize Lakehead District School Board to release this information to the address provided (or fax info provided).

YOUR SIGNATURE IS REQUIRED TO PROCESS YOUR REQUEST.

Signature:

Date:

ACCOUNTING DEPARTMENT USE ONLY

RECEIPT #: _____

AMOUNT RECEIVED: _____

OFFICE USE ONLY

SDAS TRILLIUM NOT FOUND (Check Archives)

Date Received: _____ Date Processed: _____

Faxed Mailed Priority Post

FREEDOM OF INFORMATION

Personal information in this form is collected under the authority of section 266 of the Education Act, R.S.O. 1990. The Ontario Student Record (OSR) Guideline, 2000, will be used to locate and create the Ontario Student Transcript (OST).

PRINT AND SIGN THIS FORM THEN EITHER DROP IT OFF, MAIL IT, FAX IT, OR SCAN AND EMAIL IT TO stu_records@lakeheadschoo...ca