**Simcoe County District School Board**

**REQUEST FOR TRANSCRIPTS AND DUPLICATE DIPLOMAS**

**STUDENT INFORMATION:** (*Please Print)*

First Name/Middle Name

Last Name

Other names used

Last Name used during school

Mailing address when last attended (if different than current)

Current Mailing Address (street, city, postal code)

Email

Home Phone

Cell Phone

Last Secondary School Attended

Last Year of Attendance

OEN – Ontario Education Number (*if known)*

|  |  |
| --- | --- |
| Sex  Male  Female | Date of Birth *(year/month/day)* |

**AUTHORIZATION** **DOCUMENTS REQUESTED**

*(Check the appropriate boxes)*

|  |  |
| --- | --- |
| Signature of applicant:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ontario Student Transcript  # of originals requested:  Duplicate Diploma  # of copies requested:  ***Fee: $10.00 per copy*** |

**Checklist of Forms and Supporting Documentation** (*to be completed and submitted by student*)

|  |
| --- |
| Completed Request Form  Completed Signed Authorization Form required for release to a third party ([Link to Website](https://www.scdsb.on.ca/Students/Pages/Transcripts.aspx))  Photo Identification of requester  Photo identification of third party (required when a third party is authorized to pick up a transcript)  Fees – cash or cheque or money order  During the school year and the first week in July and the last week in August, requests are processed by the school. Refer to the Board website for school names and addresses. ([School Directory](https://www.scdsb.on.ca/Schools/Pages/SchoolSearch.aspx))  During the second week in July to the third week in August, requests are processed at our Education Centre 1170 Highway 26, Midhurst, Ontario. Contact (705) 728-7570 with questions. ([Education Centre Map](https://www.scdsb.on.ca/About%20Us/About%20Us%20Documents/Education-Centre-Map.pdf)) |

**FOR OFFICE USE ONLY** (*To be completed by Board Staff*)

|  |  |
| --- | --- |
| Payment received:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Verified by:  Photo identification  Other data elements, i.e. courses taken, place of birth, etc. to be used when original photo identification is not possible. Refer to APM A1456, section 7.1.3. |
| Date: |
| Signature: |