

English/French Language Education Verification Letter



An English/French Education Letter lists the schools attended by the student in Ontario with the dates of attendance at each school and the language that the student was taught in. 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).

English Letter: Usually used to prove that a parent was taught in English to enrol children in English-speaking schools in Québec.

French Letter: Usually used to prove that a parent was taught in French to enrol children in French-speaking schools.

Attended Letter: Usually used to prove that a person attended school in Ontario

Submit this form and your Proof of ID to:

Via Postal Address:

DSBN - Transcript Services, Records Department
191 Carlton Street, St. Catharines, ON, CAN, L2R 7P4

Via Email:

transcripts@dsbn.org

Proof of identification must show your Legal Name and Date of Birth. Ex: Driver's Licence, Passport, Birth Certificate, etc.

Personal Information: The personal information collected here is under the legal authority of the Education Act.

Surname - AKA: Last Name / Family Name		Given Name(s) - AKA: First Name and any Middle Names		
Other names used while in school such as: Maiden Name, Preferred Name, etc				Date of Birth (month, day, year)
Current Address: Street Number, Street Name, & Apartment Number				Current Phone Number
City	Province	Country	Postal Code	Contact Email Address
Last Secondary (High) School Attended		Last Date	Graduated? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Request

Official letter providing: * proof of the language you were primarily instructed in * a list of schools you attended, with dates, while living in Ontario

Required for:	Type of Letter Requested	# Official Letters Requested	
English language / English immersion schools	Proof of Education in English Language	1 copy - \$5	4 copies - \$20
French language / French immersion schools	Proof of Education in French Language	2 copies - \$10	5 Copies - \$25
OTHER / Personal Records / Private Use	Proof of attending school in Ontario	3 copies - \$15	6 Copies - \$30

Select Payment Option:	Money Order	Make payable to "DSBN". Put your name in the "Memo" section.
	Credit Card	A link will be sent to you via email to pay using the DSBN School Cash Online.

Select option to send Official Documents Via:

1	Courier - Extra fees apply	Estimated fee will be emailed to you. Enter address(es) to send to in spaces below.
2	Regular letter mail	Sent via Canada Post. Enter address(es) to send to in spaces below.
3	Call to pick up when ready	Provide phone number and name of person picking up your documents in spaces below.
&	Email scan of official document	Note: Public email domains not are not permitted / not allowed
Address # 1 or Pick Up information		Address # 2
		Address # 3

EMAIL OPTION: Provide Name and Email Address of School/Organization Requiring Letter

Note: Public email domains not allowed - NO Hotmail, Gmail, Outlook, Yahoo, iCloud, Live, etc.

	School/Organization # 1	School/Organization # 2
School/Organization Name(s)		
School/Organization Email(s)		