

English/French Education Verification Letter

An English/French Education Verification Letter is generally used to prove that a student attended English/French-speaking schools while living in 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.

ENGLISH LETTER: Used to prove that a parent was taught in English to enrol children in English-speaking schools in Québec.

FRENCH LETTER: Used to prove that a parent was taught in French to enrol children in French-speaking schools in Ontario.

Either letter can also be used to prove that a person attended school in Ontario.

Student records are confidential and English/French 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/French Education Verification Letter.

If your school has closed or you have been out of school for **over four years**; mail or email 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

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				Current Email Address	
City	Province	Country	Postal Code	Date of Request	
Last Secondary (High) School Attended	~ Last Date ~	Graduated? Y <input type="checkbox"/> N <input type="checkbox"/>		Select Type of Verification Letter: English <input type="checkbox"/> French <input type="checkbox"/>	

Payment Method: Due to COVID-19 office closures, payment for all request types can only be made via School Cash Online	You will be contacted via your email address with instructions on how to make your payment via School Cash Online. <i>Please do not make payment before receiving the instructions.</i> No refunds for cancelled requests.	# copies	#	\$5.00 per copy
		Total Owed:		\$

SEND TO: <ul style="list-style-type: none"> any mailing address(es) email to a school email to government program Note: NO Personal email addresses OR Student email addresses permitted.	
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Regular Office Hours: Mon. to Fri. 8:30 AM to 12:00 PM Summer Office Hours: Mon. to Thurs. 1:00 PM to 4:00 PM	<ul style="list-style-type: none"> Transcript Office Staff are working from home during business hours for the duration of the pandemic. There is no public access to the office, 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