

Transcript & Diploma Request Form

The Ontario Student Transcript is the official record of a student's secondary school academic achievement in the Province of Ontario. Student records are confidential. Transcripts and Replacement Diplomas 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

Processing times are generally as follows:

Transcripts: 5 to 10 business days

Diplomas: 5 to 14 business days

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

- Contact your former secondary school for copies of your Transcript.
- Contact Transcript Services for a replacement copy of your Diploma

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 Ext.	
Current Address: Street Number, Street Name, & Apartment Number Apt #:				Your Contact Email Address	
City	Province	Country	Postal Code	Date of Request / /	
Last Secondary (High) School Attended	~ Last Date ~	Graduated?		REGULAR: Mon - Fri 8:30 am - 4:00 pm	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	SUMMER: Mon-Thurs 8:30 am - 4:00 pm	
				Closed Daily 12:00 pm - 1:00 pm	

First Copy of Official Transcript For Personal Records / Personal Use / Colleges / Universities / Employment / etc. (1st official copy)	\$ 20.00	\$
Additional Copies of Official Transcript **Order 1st copy before adding additional ones** For Personal Records / Personal Use / Colleges / Universities / Employment / etc. (per additional copy)	\$ 5.00	\$
Replacement Copy of Secondary School Diploma Only one replacement copy allowed per order	\$ 25.00 (max of 1 copy)	\$
Unofficial Working Copy of Transcript **Personal/Student email NOT PERMITTED** • PERMITTED for Secondary Schools, Adult Learning Centres, and Community Education Centres. • NOT PERMITTED for Personal Records/ Personal Use / Colleges / Universities / Employment / etc.		No Fee if emailed directly to permitted location.

Available Payment Methods ★ NO REFUNDS FOR CANCELLED REQUESTS	TOTAL OWED
School Cash An email with the payment instructions will be sent to your contact email address	\$
Online: • Login – pay by Credit Card or E-Cheque • Guest – pay by Credit Card only	
Money Order: Make money order payable to the "District School Board of Niagara" Enter your name in the MEMO section and mail in with request form and proof of ID.	Ensure to save the completed form to your device before you send it as an email attachment

SEND TO: • Any Mailing address(es) • Email address of school or ALC	★ Personal/Student email addresses NOT PERMITTED here
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NOTE: Some post-secondary schools and employers with dedicated email domains will accept a scanned copy of an official transcript via email as place holder until the hard copy arrives in the post. Remember to include your application number(s) if applicable