

REQUEST FOR TRANSCRIPTS AND/OR EDUCATION VERIFICATION

WHAT IS AN ONTARIO STUDENT TRANSCRIPT?

The Ontario student transcript is a comprehensive record of a student's overall achievement in secondary school and provides a record of standing with regard to secondary school diploma requirements. All students studying in Ontario have an Ontario Student Transcript (OST). Transcripts may be required for university/college application or for many other reasons.

WHO DO I CONTACT TO GET A TRANSCRIPT?

During the school year (September to June) you should contact the school you attend or attended. Completed forms may be brought to the school in person or faxed to the school. Refer to the [school directory](#) for school contact information.

During the summer secondary school shut down (normally the second week in July to the third week of August), you request your transcript from the [Education Centre](#) (705) 728-7570. Completed forms may be delivered in person to the Education Centre, faxed to 705-734-6320 or emailed to transcripts@scdsb.on.ca.

IF YOU ARE A CURRENT STUDENT APPLYING TO ONTARIO UNIVERSITY OR COLLEGE

Your student transcript is sent by the electronic transfer of all student marks throughout the year to the Ontario College Application Service (OCAS) or Ontario University Application Centre (OUAC). If you are applying out-of-province or require a transcript another purpose you can request your transcript from the school Student Services/Guidance office. Current students will not be charged fees.

IF YOU ARE A FORMER STUDENT:

APPLYING TO AN ONTARIO COLLEGE AND ATTENDED HIGH SCHOOL AFTER 1985 – You can order your transcript online when you complete your college application (see <http://www.ontariocolleges.ca>). A processing fee will be charged as part of your college application.

APPLYING TO AN ONTARIO UNIVERSITY OR OUT-OF-PROVINCE SCHOOL or any other purpose and you attended High School after 1985 – You may request your official transcript from your former school during the school year or from the [Board office](#) during the summer. A processing fee as set out on the request form applies.

AND ATTENDED HIGH SCHOOL BEFORE 1985 – You can ONLY request these transcripts from your former school during the school year as these records are paper based. Additional processing time of up to two weeks may be required. A processing fee as set out on the request form applies.

WHAT WILL IT COST? - A request for an original transcript will be charged a processing fee of \$10.00. Additional copies will be \$10.00. Payment by cash or cheque ONLY must be received before the transcripts are released.

Students applying to Ontario Colleges will be charged a processing fee of \$10.00 when they complete their online college application form.

There are no charges for completing letters of attestation or standard forms.

CAN I RECEIVE MY EDUCATION VERIFICATION DOCUMENTS (TRANSCRIPT) THROUGH THE MAIL?

All requests must be verified and authenticated with appropriate identification. As long as these requirements are met, the documents may be mailed to the parent/guardian/adult student's current home address.

WILL MY TRANSCRIPT BE FORWARDED TO A UNIVERSITY OR COLLEGE OR OTHER ORGANIZATION?

Transcripts will not be mailed or faxed by SCDSB to a third party (school, agency, etc.) Individuals requesting transcripts are solely responsible for sending transcripts to any other party.

Current students shall have their marks forwarded to the Ontario College Application Service (OCAS) or to the Ontario University Application Service (OUAC).

Former students may request an electronic transfer of the transcript to the OCAS when they complete the college application form.

Any special circumstances will be dealt with on case-by-case basis.

CAN SOMEONE ELSE PICK UP THE DOCUMENT FOR ME?

A third party may pick up documents on behalf of the adult student when the request for the form specifically indicates that there will be a third party pick up and the [consent to release form](#) accompanies the request. The third party is required to present a valid copy of the student identification and their own photo identification at time of pick up.

SCDSB SCHOOLS AND CONTACT INFORMATION

Last Secondary School Attended:	Contact Information:
Banting Memorial High School	203 Victoria Street East, Alliston, L9E 1G5 (705) 435-6288
Barrie Central Collegiate Institute	125 Dunlop Street West, Barrie, L4N 1A9 (705) 726-1846
Barrie North Collegiate Institute	110 Grove Street East, Barrie, L4M 2P3 (705) 726-6541
Bear Creek Secondary School	100 Red Oak Drive, Barrie, L4N 9M5 (705) 725-7712
Bradford District High School	70 Professor Day, Bradford, L3Z 2A3 (905) 775-2262
Collingwood Collegiate Institute	6 Cameron Street, Collingwood, L9Y 2J2 (705) 445-3161
Eastview Secondary School	421 Grove Street East, Barrie, L4M 5S1 (705) 725-1321
Elmvale District High School	25 Lawson Avenue, Elmvale, L0L 1P0 (705) 322-2201
Innisdale Secondary School	95 Little Avenue, Barrie, L4N 2Z4 (705) 726-2552

Midland Secondary School	865 Hugel Avenue, Midland, L4R 1X8 (705) 526-7817
Nantyr Shores Secondary School	1146 Anna Maria Avenue, Innisfil, L9S 1W2 (705) 431-5950
Nottawasaga Pines Secondary School	8505 County Road 10, Angus, (705) 424-5030
OD/Park Secondary School	2 Borland Street, Orillia, L3V 2B4 (705) 326-7394
Penetanguishene Secondary School	51 Dunlop Street, Penetanguishene, L9M 5W1 (705) 549-7446
Stayner Collegiate Institute	7578 Hwy 26, Stayner, L0M 1S0 (705) 428-2639
Twin Lakes Secondary School	381 Birch Street, Orillia, L3V 2P5 (705) 325-1318