Waterloo Region District School Board

TRANSCRIPT/DIPLOMA REQUEST FORM

PROCESSING FEES (if out of school more than one year)

Transcripts: ***$15.00 for the first copy & $5.00 for additional copies up to $20.00 maximum***

Diplomas: ***$25.00 each*** *(processed by Board Records Centre only)*

NOTE: - *Transcripts provide proof of secondary school graduation for employment purposes in Canada. Certified copies of Diplomas are generally only required for post-secondary applications at institutions outside of North America.*

- *Processing fees must be received prior to release of any documents. Payment must be made in cash, certified cheque or money order (payable to Waterloo Region District School Board). No personal cheques accepted.*

Number of Transcripts Required: _____ Date of Request: _____

Number of Diplomas Required: _____

APPLICANT INFORMATION (Please Print)

Last Name (current): **Last Name:** ***(while in school)***	**First Name:** **Other Names Used:**	**Middle Name:**	**Date of Birth:** ***(month/day/year)***

Contact phone #: (include area code) **E-Mail:**	**Last Secondary School Attended:** **Last Adult Education Centre Attended:**	**Last year attended:** **Last year attended:**	**Did you Graduate?** ☐ **Yes** ☐ **No**

Reason for Request:

☐ Post-Secondary Registration (for colleges/universities outside of Ontario) *NOTE: Secondary school transcripts for Ontario College and University applications, can be ordered when registering through OCAS (http://www.ontariocolleges.ca/apply) for college and OUAC (http://www.ouac.on.ca/) for university.

☐ Employment ☐ Adult Education Registration Other reasons: _____

DISTRIBUTION/PAYMENT INFORMATION

PICK UP:

☐ by Student

☐ by Third Party authorized by Student

3rd Party Full Name: _____

Signature of 3rd party _____
(to be signed & photo id shown in office upon pick up)

NOTE: This section MUST be completed for a 3rd party to pick up any records on behalf of the student.

MAIL TO:

Person/Institution: _____

Street #/Street: _____

City: _____

Prov/Postal Code: _____

FAX TO:

Person/Institution: _____

Fax #: _____

NOTE: When requesting your document be faxed, please also provide a mailing address and the hard copy will be mailed to you (no additional cost).

☐ By checking this box, I certify that all information submitted on this form is accurate and that I am the person named on the Transcript/Diploma. I understand that submitting false information with respect to my identity may result in legal action against me.

During the School Year (September to June):

- requests for transcripts are to be submitted to the last secondary school you attended. Click here for contact information.
- requests for diplomas are to be submitted to the Board Records Centre (see contact information below).

During July and August:

- requests for transcripts and diplomas are be submitted to the Board's Records Centre:

In Person/Mail: Waterloo Region District School Board Records Centre
51 Ardelt Avenue, Kitchener, ON N2C 2R5

Fax: 519-570-5572
E-mail: records@wrdsb.on.ca

FOR OFFICE USE ONLY: **Total Fee Rendered $** _____

☐ Cash - Receipt # _____ ☐ Certified Cheque/Money Order # _____ Bank _____

Distribution information: Date Record is Mailed or Faxed _____