



ONTARIO STUDENT TRANSCRIPT REQUEST FORM

427 Rice Road, Welland, Ontario L3C 7C1 Telephone (905) 735-0240 Fax (905) 735-2940

Note: Your transcript request will be processed within 72 hours of receipt of this completed form if an electronic transcript is available and a copy of photo ID containing your name and date of birth have been received. This service will not be available on Fridays or during the last week of July and first week of August (annual Board shut down).

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act and will be used for the purpose of providing Ontario Student Transcripts. Questions about this collection should be directed to the Family of Schools Superintendent, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 905-735-0240

Applicant Information (please print)

Last Name	Given Names (Full name as shown in identity documents)		Male <input type="checkbox"/>
			Female <input type="checkbox"/>
Last Name (while in school)	Other Names Used		Date of Birth (year/month/day)
Last Secondary School Attended	Last Year of Attendance	Niagara Catholic DSB Student No. (if known)	Ontario Education Number (OEN) (if known)
Current Mailing Address	City/Country		Postal Code
E-Mail address	Home Telephone No.	Business Telephone No.	Fax No.
Reason for Request <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Employment <input type="checkbox"/> Other (Please specify) _____			

DISTRIBUTION INFORMATION (please print)

I, the undersigned, hereby authorize the Niagara Catholic District School Board to release a copy of my student transcript(s) to the email indicated below: email address: _____ _____ <i>Signature</i>	_____ <i>Date</i>	Number of Transcript(s) Required _____

Please complete and email this form and a copy of your photo ID to info@ncdsb.com. Your request will be processed by Student Information and Administrative Services in a timely manner. The PDF of the OST will be sent by email. Please note that Ontario Student Transcripts will not be available during this time on Fridays or during the last week of July and first week of August (annual Board shutdown).

FOR OFFICE USE ONLY (To be completed by Board Staff)

Proof of Identity has been received/confirmed

_____ <i>Signature of Office Personnel</i>	_____ <i>Date</i>
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