



REQUEST FOR ONTARIO STUDENT ACADEMIC RECORDS

(Reference: Procedure PR.646.SCO)

**Note: For use ONLY by students who attend or last attended an
Ottawa-Carleton District School
(or a former Ottawa or Carleton Public School)**

Please bring or mail this completed form and payment to the last secondary school attended or, if permanently closed, to Corporate Records, 133 Greenbank Road, Ottawa, ON K2H 6L3.

Government-issued photo identification (Driver's Licence/Health Card/Passport) is required when requesting/ picking up requested documents. If the request is made by mail, fax or email, a copy of the applicant's identification along with this form, must be sent to the last school attended, or if permanently closed, to Corporate Records. If the applicant designates another individual to pick up the requested documents (see Section D), the individual must present photo identification at the time of pick-up.

A. APPLICANT INFORMATION *(To be completed by applicant)*

Date of Request:		Last School Attended:	
Last Grade Completed:	Year of Graduation / Retirement:	DOB: (Y/M/D):	
Last Name:	First Name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
		Home Telephone:	
Last Name or Family Name (while in school):	Other Names Used:	Business Telephone:	
		Cell Phone:	
Current Home Address:	City/Country:	Postal Code:	

B. DOCUMENTS REQUESTED *(To be completed by applicant)*

<input type="checkbox"/> ONTARIO STUDENT TRANSCRIPT (OST) (Within one year of leaving the school, two OSTs are issued free of charge. Subsequent copies are \$5.00 each. Students who have been away from their school for more than one year will be charged \$24.00 for the first copy and \$5.00 for each additional copy.)	No. Requested:	Fee:
<input type="checkbox"/> LETTER OF ATTESTATION (\$25.00)	No. Requested:	Fee:
Specify subject matter of letter:		
<input type="checkbox"/> ELIGIBILITY FOR ENGLISH INSTRUCTION IN QUEBEC (\$25.00) (Completed in Corporate Records-133 Greenbank Rd., Ottawa)	No. Requested:	Fee:
<input type="checkbox"/> PHOTOCOPIES / MICROFICHE COPIES (20 cents/page)	No. of Pages:	Fee:
<input type="checkbox"/> CERTIFICATE OF FRENCH IMMERSION	Fee:	\$25.00

C. AUTHORIZATION *(To be completed by applicant)*

Signature of applicant: _____

(Authorizing access to Ontario School Record)

The personal information provided is collected under the authority of sections 58.5(1) and 265(d) of the *Education Act*, R.S.O. 1990, c.E2, as amended. The information will be used as necessary for the retrieval of your academic record and the processing of your request. Questions regarding this collection should be directed to Corporate Records.

D. DISTRIBUTION INFORMATION *(To be completed by applicant and office personnel)*

<input type="checkbox"/> PICKUP by Applicant <input type="checkbox"/> OR PICKUP by Other (Complete below) I authorize release of the above requested documents to _____ <i>(print full name and relationship)</i>	<input type="checkbox"/> MAIL to home address and/or <input type="checkbox"/> to the following: _____ _____ Fax No. (If document to be faxed): _____ Additional Information: _____
<i>(Signature of individual picking up document)</i>	
<input type="checkbox"/> Government photo ID is presented at pick up by applicant or designated individual (or copy provided by applicant if requested by email/fax) Date of Pickup/Mail: _____ <i>To be completed by office personnel</i>	

**Documents not picked up will be maintained for two months from the date of the request,
following which they will be shredded.
No refunds are given.**

E. FORM OF PAYMENT *(To be completed by office personnel)*

Certified cheques/money orders are payable to the <i>Ottawa-Carleton District School Board</i> .		
<u>Debit & Credit available at 133 Greenbank only (Records for Closed Schools)</u>		
<input type="checkbox"/> Cash	<input type="checkbox"/> Certified Cheque	<input type="checkbox"/> Money Order <input type="checkbox"/> Debit <input type="checkbox"/> Credit Card (VISA or MC) Fee Rendered: \$ _____
_____	_____	_____
<i>(Signature of office personnel)</i>	<i>(Position)</i>	<i>(Date)</i>