



# Rainy River District School Board

## Ontario Student Transcript Request Form

**PLEASE NOTE:** Students should obtain a transcript from the last school they attended in Ontario.

**TO REQUEST A TRANSCRIPT** please **complete and sign** this form, and **attach** a copy of photo ID.

**REQUEST IN PERSON, OR BY MAIL** – bring/forward the complete information to Fort Frances High School, Student Services,  
440 McIrvine Rd., Fort Frances, ON P9A 3T8

**OR REQUEST BY FAX** - (807) 274-5171 Attention: Student Services

**OR E-MAIL A SCANNED COPY** to [charmaine.lanqlais@rrdsb.com](mailto:charmaine.lanqlais@rrdsb.com)

**PERSONAL INFORMATION:** (please print)

LEGAL NAME: \_\_\_\_\_  
Surname First Name Middle Name

ALTERNATE SURNAME (if applicable): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(at time you were enrolled at AHS/FFHS/RRHS)  
Year/Month/Day

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

LAST YEAR ATTENDED: \_\_\_\_\_ GRADE COMPLETED: \_\_\_\_\_ NUMBER OF COPIES REQUIRED: \_\_\_\_\_

**INSTRUCTIONS FOR RELEASE OF INFORMATION:**

- MAIL TO:** ABOVE ADDRESS OR \_\_\_\_\_
- FAX TO:** NAME & NUMBER \_\_\_\_\_
- PICKUP BY:** MYSELF OR \_\_\_\_\_

**REASON FOR REQUEST:**  PERSONAL USE  RE-ENTRY TO SCHOOL/ADULT. ED  POST-SECONDARY EDUCATION\*

*\*If the OST is for application to post-secondary education and must be mailed to them, please provide the name of institution \_\_\_\_\_, address (above), and your OUAC# or OCAS# (Ontario) or APPLICANT# (out-of-province), if applicable: \_\_\_\_\_*

**AUTHORIZATION TO RELEASE STUDENT INFORMATION**

I hereby authorize the Rainy River District School Board to release this information as indicated above.  
YOUR SIGNATURE IS **REQUIRED** TO PROCESS YOUR REQUEST.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<p><b><u>FREEDOM OF INFORMATION</u></b> Personal information in this form is collected under the authority of section 266 of the Education Act, R.S.O. 1990. The Ontario Student Record (OSR) Guideline, 2000, will be used to locate and create the Ontario Student Transcript (OST).</p>	<p><b><u>PROCESSING FEES</u></b> The fee for processing is \$5 for one original transcript. To request Xpresspost, add \$15 (to Canada) or \$25 (to USA). We accept cheque or money order payable to Fort Frances High School. Please note that we are <i>unable to accept debit or credit card</i> transactions.</p>	<p><b><u>OFFICE USE:</u></b> #__TRANSCRIPT(S) REQUESTED @\$5 ea.: ____ <input type="checkbox"/> Xpresspost Fee (add \$15/\$25) Total amount due: \$_____ Paid: <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> money order RECEIPT # _____ DATE: _____</p>
--	---	---

Office Use: Initials Date received Date processed

**PLEASE ALLOW 5 – 10 WORKING DAYS FOR PROCESSING OF TRANSCRIPTS.**

Need more information? Call (807) 274-7747 ext. 225.