



# TRANSCRIPT REQUEST FORM



<b>A. APPLICANT INFORMATION:</b>	<b>LAST SECONDARY SCHOOL ATTENDED:</b>
Last Name: _____	_____
First Name: _____	<i>Print name of school</i>
Last Name/Family Name Used while in School: _____	Last Year Attended: _____
Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Did you Graduate?: YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of Birth: _____ (yyyy / mm / dd)	TOTAL NUMBER OF TRANSCRIPTS REQUIRED: _____
Current Home Address: _____	Individually Sealed: YES <input type="checkbox"/> NO <input type="checkbox"/>
Street Number & Name _____	<b>B. DISTRIBUTION INFORMATION:</b>
APT.#, City, Province _____	Mail to Current Address <input type="checkbox"/> PICKUP <input type="checkbox"/>
Postal Code _____	Mail to address below if different than home address: (if more than one destination attach list to this form)
Telephone Number during the day: _____	_____
_____	Special instructions: _____

**APPLICANT'S SIGNATURE (MANDATORY):** \_\_\_\_\_

<b>C. FORM OF PAYMENT: (NOTE: Personal Cheques, Cash, Credit, Debit WILL NOT BE ACCEPTED)</b>	
FEE: \$24.00 for one copy and \$10.00 for each additional copy.	
Payable to: TORONTO CATHOLIC DISTRICT SCHOOL BOARD (TCDSB)	
Payment enclosed: Certified Cheque <input type="checkbox"/>	Money Order <input type="checkbox"/> Bank Draft <input type="checkbox"/>
This form to be sent with payment to:	Archives & Records Management Dept. Toronto Catholic District School Board 80 Sheppard Ave. E. Toronto, Ontario M2N 6E8 Attention: STUDENT TRANSCRIPTS

<i>Personal information in this form is collected under the authority of the Education Act, R.S.O. 1990, c.E.2. The Ontario Student Record Guideline, 2000, will be used to locate and create the Ontario Student Transcript. The personal information you provide us is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c. M.56. and will only be used for the purpose for which the information has been collected.</i>	<b>FOR OFFICE USE ONLY</b>
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