Saskatchewan Learning

Request For High School Transcript
(Grade 10, 11, and 12 academic record)

Form 9

Please Print (for GED/ABE records contact 787-5597)

STUDENT INFORMATION

Last Name	First Name	Middle

Former Surnames (if applicable)

Permanent Mailing Address (This information will update your permanent mailing address in the Student Data System. Check here ☐ to use as **Temporary Mailing Address only**.)

Street/P.O. Box	Town/City	Province	Postal Code

Home Telephone No.	Business Telephone No.	Fax No.

Sask Learning ID (*if known*)	Last Grade Completed	Last Year Attended
	☐ 10 ☐ 11 ☐ 12	

Birthdate	Last Saskatchewan High School Attended
Day Month Year	

Signature _____ **Date** _____

I authorize _____ **to pick up transcripts on my behalf.**

PAYMENT INFORMATION

Enclose cheque or money order payable to: **Minister of Finance, Government of Saskatchewan**

Complete and mail to:
Student Services
Saskatchewan Learning
4635 Wascana Parkway
Box 650
REGINA SK S4P 3A3 CANADA

Please complete the following section to pay by VISA credit card (a VISA request may be faxed to (306) 787-0035)
(*MasterCard or American Express are not accepted.*)

Cardholder Name as printed on Credit Card	Signature of Cardholder
VISA Card Number	Expiry Date

NOTE:
- Most post-secondary institutions require transcripts to be sent directly by Sask Learning.
- Transcripts will not be issued until all outstanding accounts have been cleared.
- Transcripts will not be issued to a third party without written authorization.
- To expedite/ensure delivery, special mail and courier are available at an additional charge.
- Refunds will not be issued for less than $10.00 unless requested.
- Transcripts are not issued until receipt of fee.
- Allow two weeks for delivery.

TRANSCRIPT INFORMATION

Please mail transcripts to:

- ☐ the above address
- ☐ University of Saskatchewan
- ☐ University of Regina
- ☐ SIAST (*$15.00 fee covers all 4 campuses*)
- ☐ University of British Columbia
- ☐ University of Victoria
- ☐ University of Manitoba
- ☐ University of Alberta*
- ☐ University of Calgary
- ☐ University of Lethbridge
- ☐ Lethbridge Community College
- ☐ Medicine Hat College
- ☐ Mount Royal College
- ☐ NAIT - Edmonton
- ☐ Red Deer College
- ☐ SAIT - Calgary

* *(indicate if Admissions Office or Awards Office)*

☐ **Other (indicate name and address below)**

_____

_____

Produce Transcripts: ☐ NOW

For students currently in Grade 12 or upgrading:

- ☐ after 1st semester results (end of **February**)
- ☐ after 2nd semester results (end of **July**)
- ☐ after summer school results
- ☐ after August results
- ☐ Other (please indicate) _____

FEES - there are **TWO** options

☐ **OPTION 1** - Transcripts sent directly to institution:
- this includes two copies to institution and **one confirmation to student**. (In the case of the U of S, U of R, or SIAST, one electronic transmission is sent.)

$15.00 per institution (SIAST - $15 covers all 4 campuses.)
- **additional copies - $1.00 per copy to be sent only to the student's home** (must accompany original request)

☐ **OPTION 2** - Transcripts sent directly to **student only**:
- **first 3 copies $15.00 - each additional copy $1.00 per copy** (must accompany original request)