

**TITLE:                   REQUESTS FOR ONTARIO STUDENT ACADEMIC RECORDS  
AND ELIGIBILITY FORMS FOR ENGLISH INSTRUCTION IN  
QUEBEC**

**Date issued:       November 2007**  
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**1.0   OBJECTIVE**

To establish the process to be followed for issuing Ontario Student Transcripts (OSTs), Ontario Secondary School Diplomas (OSSDs), Letters of Attestation, and Eligibility Forms for English Instruction in Quebec to former students.

**2.0   DEFINITIONS**

- 2.1   **Ontario Student Transcript (OST)** is a comprehensive record of a student's overall secondary school achievement and provides a record of standing with regard to the secondary school diploma requirements.
- 2.2   **Ontario Secondary School Diploma (OSSD)** is a certificate issued and awarded by the secondary school from which the student has successfully completed the requirements as prescribed by the Ministry of Education.
- 2.3   A **Letter of Attestation** attests to the registration and attendance of a student, or confirmation of graduation, and is verified by data contained on or in the Ontario Student Record.
- 2.4   **Eligibility Forms for English Instruction in Quebec** is a form/letter required by the Government of Quebec which confirms the language of instruction in Ontario in order to allow students to study in the English language in the province of Quebec.
- 2.5   **Retirement of a Student** means that the student ceased to be enrolled in school. A student is not considered to have retired if the student:
  - (a) withdraws for a temporary period with the written consent of the principal; or
  - (b) transfers to another school in Ontario.

With respect to the Ontario Student Transcripts and Ontario Student Records, the records of students who are deceased are subject to the same processes as those students who are retired from the school.

### **3.0 RESPONSIBILITY**

- 3.1 The secondary school principal; Executive Superintendent, School Operations; Principal of Curriculum; Executive Officer, Corporate Services.

### **4.0 PROCEDURES**

- 4.1 In accordance with the procedures noted below, upon graduation, transfer to another province or retirement of a student, a current and accurate copy of the student's Ontario Student Transcript (OST) must be provided to the student and another stored in the Ontario Student Record (OSR) folder for internal school use.
- 4.2 The secondary school principal or his or her representative will sign and place the official seal on the OST prior to providing a copy. Where a secondary school has been closed, transcripts will be issued by Corporate Records, signed by the secondary principal in Curriculum Services or designate, and sealed, with the official Ottawa-Carleton District School Board seal.

Note: If a representative is signing on behalf of the principal, the principal's name **must** also appear.

#### **Request for an Ontario Student Transcript (OST)**

- 4.3 The Request for Ontario Student Academic Records form (OCDSB 646) must be completed and signed by the student in order to obtain an OST.
- 4.4 Requests received centrally will be forwarded to the student's last secondary school.
- 4.5 Where the student's last secondary school has been closed, the Corporate Records Division will process requests for OSTs.
- 4.6 Graduated or retired students must present valid government issued photo identification when requesting / picking up a transcript.
- 4.7 Where the student has designated another individual to obtain the transcript on his/her behalf, the student's authorization on the Request for Ontario Student Academic Records (OCDSB 646) will be required, along with a copy of the student's valid government issued photo identification.
- 4.8 Transcripts will be forwarded to universities or colleges upon request by the student on the Request for Ontario Student Academic Records form (OCDSB 646).

#### **Request for a Duplicate Ontario Secondary School Diploma (OSSD)**

- 4.9 In order to obtain a duplicate OSSD, the Request for Ontario Student Academic Records form (OCDSB 646) must be completed and signed by the student.
- 4.10 Requests received centrally will be forwarded to the student's last secondary school.

- 4.11 Where the student's last secondary school has been closed, the Corporate Records Division will process requests for duplicate OSSDs.
- 4.12 Upon requesting / picking up a duplicate OSSD, valid government issued photo identification must be presented by the student.
- 4.13 Where the student has designated another individual to obtain the diploma on his/her behalf, the student's authorization on the Request for Ontario Student Academic Records will be required along with a copy of the student's valid government issued photo identification.

#### **Request for a Letter of Attestation**

- 4.14 In order to obtain a Letter of Attestation, the Request for Ontario Student Academic Records form (OCDSB 646) must be completed and signed by the student's parent/guardian, or adult student.
- 4.15 Requests received centrally will be forwarded to the student's last elementary or secondary school, as the case may be.
- 4.16 Where the student's last elementary or secondary school has been closed, the Corporate Records Division will process requests for letters of attestation.
- 4.17 When requesting / picking up a Letter of Attestation, valid government issued photo identification must be presented by the student's parent/guardian, or adult student.
- 4.18 Where the student has designated another individual to obtain the Letter of Attestation on his/her behalf, the student's authorization on the Request for Ontario Student Academic Records will be required along with a copy of the student's valid government issued photo identification.

#### **Request for an Eligibility Form for English Instruction in Quebec**

- 4.19 All requests for an Eligibility Form for English Instruction in Quebec (Quebec Form 1A available through the Quebec Ministry of Education or the Corporate Records Division) will be forwarded to the Corporate Records Division for processing.
- 4.20 The Executive Officer, Corporate Services or his/her designate will sign the Eligibility Form for English Instruction in Quebec.

#### **Administration Fees for Processing Requests for Ontario Student Academic Records and Eligibility Forms for English Instruction in Quebec**

- 4.21 A student who has graduated, transferred to another province, or retired from the secondary school within the past 12 months shall be entitled to receive two OSTs at no charge. Any subsequent requests made within the 12 month period shall be \$5.00 per copy.

- 4.22 A student who has graduated, transferred to another province, or retired from the secondary school more than 12 months previously, shall be charged \$24.00 for the first OST and \$5 for each additional copy. A duplicate diploma will be provided at a cost of \$24.
- 4.23 The cost to generate a Letter of Attestation for one student shall be \$25.00, and additional Letters of Attestation for siblings shall be charged to a total of \$35.00 per family.
- 4.24 Photocopies or microfiche copies of student records maintained at the school or Corporate Records will be charged at \$0.20 per page.
- 4.25 The charge for processing and issuing an Eligibility Form for English Instruction in Quebec (either by Quebec form 1A obtained from the Quebec Ministry of Education or the Corporate Records Division) will be \$25.00 for one child, and \$35.00 for two or more children.
- 4.26 In the case of family hardship, principals or Corporate Records staff may authorize the waiving of the fees for OSTs, duplicate OSSD, letters of attestation, copies of other student academic records, and eligibility forms.

## **5.0 APPENDIX**

Attachment 1:OCDSB Form 646 - Request for Ontario Student Academic Records

## **6.0 REFERENCE DOCUMENTS**

*The Education Act, § 266*

*Ontario Regulation 293, R.R.O. 1990, §1.(2)*

Ontario Student Transcript (OST): Manual, 2007 (Ministry of Education)

OCDSB Ontario Student Record (OSR) Manual, November 2009

Ontario Student Record (OSR): Guideline, 2000 (Ministry of Education)

Board Policy P.027.GOV: Corporate Records Management

Board Procedure PR.516.GOV: Corporate Records Management

Board Procedure PR.539.SCO: Transfer of Ontario Student Records (OSR)

Board Procedure PR.554.SCO: Use, Retention, Storage, Maintenance and Destruction of Information in the Ontario Student Records (OSR)

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. <b>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.</b> )	No. Requested:	Fee:
<input type="checkbox"/> DUPLICATE DIPLOMA		Fee: \$24.00
<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 *Ottawa-Carleton District School Board*.

**Debit & Credit available at 133 Greenbank only (Records for Closed Schools)**

Cash   
  Certified Cheque   
  Money Order   
  Debit   
  Credit Card (VISA or MC)   
 Fee Rendered: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *(Signature of office personnel)*                     
 \_\_\_\_\_ *(Position)*   
 \_\_\_\_\_ *(Date)*

## Ontario Student Academic Records

### NOTICE: NEW FEES AS OF SEPTEMBER 2015

Ontario Student Transcripts: \$24.00  
English Education in Quebec Eligibility: \$25.00  
Letter of Attestation: \$25.00  
Certificate of French Immersion: \$25.00  
Photocopies/Microfiche Copies: 20 cents per page

Please see request form for more details.

### Ontario Student Academic Records for Students of the Ottawa-Carleton District School Board

Please [click here](#) to download the form to request Ontario Student Academic Records. The form must be printed, completed, and brought or sent to the last OCDSB school attended, or District office if your last school is permanently closed, accompanied with the required fee (see form for details) in the form of a money order, certified cheque, or cash if personally delivering the form. Only the District School Board Office is capable of processing credit or debit transactions.

### What is an Ontario Student Transcript?

The Ontario student transcript is a comprehensive record of a student's overall achievement in secondary school and provides a record of standing with regard to secondary school graduation requirements. All secondary students studying in Ontario have an Ontario Student Transcript (OST). Transcripts may be required for university/college application or for many other reasons.

*If you are a former student applying to an **Ontario College**, you have the option to request your transcript through the Ontario College Application Service. See **Ontario College Application Service** listed below for more details.*

### Where do I go to get a transcript?

#### If your last high school was:

A.Y. Jackson Secondary School

Adult High School

Bell High School

Borden High School  
(closed)

Brookfield High School

#### Then contact/go to:

150 Abbeyhill Drive, Kanata K2L 1H7  
613-836-2527

300 Rochester Street, Ottawa K1R 7N4  
613-239-2707

40 Cassidy Road, Nepean K2H 6K1  
613-828-9101

Corporate Records, OCDSB  
133 Greenbank Road, Ottawa K2H 6L3  
613-596-8211 ext. 8591

824 Brookfield Road, Ottawa K1V 6J3  
613-733-0610

Cairine Wilson Secondary School	975 Orleans Blvd., Ottawa K1C 2Z5 613-824-4411
Canterbury High School	900 Canterbury Avenue, Ottawa K1G 3A7 613-731-1191
Champlain High School (English only) (Closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
City View/Merivale Adult High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Colonel By Secondary School	2381 Ogilvie Road, Gloucester K1J 7N4 613-745-9411
Confederation High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Earl of March Secondary School	No. 4 The Parkway, Kanata K2K 1Y4 613-592-3361
Elizabeth Wyn Wood Secondary Alternate Program	20 Rossland Avenue, Nepean K2G 1H6 613-225-8826
First Place Alternate Program	160 Percy Street, Ottawa K1R 6E5 613-239-2544
Fisher Park High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Frederick Banting Secondary Alternate Program	1453 Stittsville Main Street, Stittsville K2S 1A3 613-591-7678
Glebe Collegiate Institute	212 Glebe Avenue, Ottawa K1S 2C9 613-239-2424
Gloucester High School	2060 Ogilvie Road, Gloucester K1J 7N8 613-745-7176
Hillcrest High School	1900 Dauphin Road, Ottawa K1G 2L7 613-733-1755
Highland Park High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
High School of Commerce (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
J.S. Woodsworth Secondary (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
John McCrae Secondary School	103 Malvern Drive, Nepean K2J 4T2 613-823-0367



Laurentian High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Lisgar Collegiate Institute	29 Lisgar Street, Ottawa K2P 0B9 613-239-2696
Longfields-Davidson Heights Secondary School	149 Berrigan Drive, Nepean K2J 5C6 613-843-7722
McArthur High School	Ottawa Technical Secondary School 485 Donald Street, Ottawa K1K 1L8 613-745-0347
Merivale High School	1755 Merivale Road, Nepean K2G 1E2 613-224-1807
Nepean High School	574 Broadview Avenue, Ottawa K2G 1E2 613-722-6551
Norman Johnston Secondary Alternate Program	2401 Cleroux Crescent, Gloucester K1W 1A1 613-841-7510
Osgoode Township High School	2800 8th Line Road, Metcalfe K0A 2P0 613-821-2241
Ottawa Technical High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Ottawa Technical Secondary School (Formerly Ottawa Technical Learning Centre)	485 Donald Street, Ottawa K1K 1L8 613-745-0347
Parkway Adult School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Reality Check	16 Percy Street, Ottawa K1R 6E5 613-594-8352
Rideau High School	815 St. Laurent Blvd., Ottawa K1K 3A7 613-746-8196
Ridgemont High School	2597 Alta Vista Drive, Ottawa K1V 7T3 613-733-4860
Sir Guy Carleton Secondary School	55 Centrepointe Drive, Nepean K2G 5L4 613-723-5136
Sir John A. Macdonald High School (closed)	Corporate Records, OCDSB 133 Greenbank Road, Ottawa K2H 6L3 613-596-8211 ext. 8591
Sir Robert Borden High School	131 Greenbank Road, Nepean K2H 8R1 613-829-5320
Sir Wilfrid Laurier Secondary School	1515 Tenth Line Road, Orleans K1E 3E8 613-834-4500
South Carleton High School	3673 McBean Street, Richmond K0A 2Z0 613-838-2212
Transitional Education	Richard Pfaff Secondary Alternate Program 160 Percy Street, Ottawa K1R 6E5 613-594-8020

West Carleton Secondary School

RR2, 3088 Dunrobin Road, Dunrobin  
K0A 1T0 613-832-2773

Woodroffe High School

2410 Georgina Drive, Ottawa K2B 7M8  
613-820-7186

## **How much is it for a transcript?**

Two transcripts are issued free of charge to students who have graduated or retired from their secondary school less than one year ago. 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 transcript with \$5.00 charged for each additional copy. Payment is **cash, money order, or certified cheque** and must be payable to the Ottawa-Carleton District School Board. Please note that Visa/Mastercard, Interac Direct Payment or personal cheques are not accepted. Only the District School Board Office is capable of processing credit or debit transactions. Payment is due and payable when submitting the Request for Student Transcript Form.

## **What will I need if I come to pick up my transcript?**

You will need identification such as a valid government-issued photo identification (ex. health card/driver's licence) and payment in the form of cash, money order, or certified cheque. Certified cheques and money orders are payable to the Ottawa-Carleton District School Board. If a parent or friend is requesting the transcript or diploma on your behalf, they will be required to complete the Request for Student Academic Records, provide a letter from you authorizing their request on your behalf, present a copy of your valid government-issued photo ID, and make payment.

## **How long does it take to process a request?**

Please allow approximately two weeks to process your request, keeping in mind that secondary school offices may be closed for a period during the summer months.

## **Can I request/receive a copy of my transcript through the mail?**

Yes. You will need to complete the Request for Student Academic Records, attach a copy of your identification, include a certified cheque or money order made payable to the Ottawa-Carleton District School Board, and send to either your last attended secondary school or, if permanently closed, to Corporate Records, 133 Greenbank Road, Ottawa, ON K2H 6L3. Only the District School Board Office is capable of processing credit or debit transactions.

## **Will schools or Corporate Records forward my transcript to a University or College?**

Yes. You will need to provide the same information as noted above as well as your university or college student number. Indicate on the Request for Student Academic Records the address to which you would like the transcript mailed. For those applying to an Ontario college, you might also want to use the new Ontario College Application Service now available (see below).

## **Can I request my transcript to be sent to Ontario colleges and universities through the Ontario College Application Service?**

If you want your transcript forwarded to Ontario colleges or universities, simply go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca), pay the application and transcript fees (transcript fees are identical to those charged by the Ottawa-Carleton

District School Board), and OCAS will send your transcript to all Ontario colleges and/or universities to which you've applied. Students of permanently closed schools of the Ottawa-Carleton District School Board may also use this service. OCAS enables your electronic transcript to reach its destination quickly, and allows you to track the status of both your application and transcript requests online.

**Note:** Students currently in high school need not request a transcript when making application to a college through OCAS, as this continues to be an automatic process of the high school.

### **What if I just need a letter confirming my education?**

At times there are requirements to attest to the graduation, registration or attendance of a student. Letters of Attestation are prepared on school letterhead if the student is currently enrolled at the school or if the student is a former student. If the school is permanently closed, the letter will be prepared on school board letterhead through Corporate Records. Information contained in the letter is verified by the data held in or noted on the Ontario Student Record.

To obtain a Letter of Attestation, the Request for Ontario Student Academic Records form must be completed and signed by the student's parent/guardian, or adult student. Valid government issued photo identification (health card/drivers licence) must be presented. If another individual is obtaining the Letter of Attestation on the student's behalf, a copy of the student's valid government issued photo identification must accompany the request.

The cost to generate a Letter of Attestation is \$25.00.

### **I'm moving from Ontario to Quebec and want to register my child in an English school in Quebec. What do I need to do?**

The Government of Quebec requires that a student wanting to attend an English school in the province is eligible according to Quebec legislation. Eligibility is confirmed through the student having already received English instruction in a school in Canada, or through confirmation that one of the student's parents or grandparents received the majority of his or her elementary instruction in English in a school in Canada. Quebec Form 1A is generally provided by the Quebec school board to which the student is registering, although copies are also available through Corporate Records. Some school boards in the Montreal region request letters on board letterhead instead of Quebec Form 1A. In either case, Corporate Records processes and issues the form or letter on behalf of current or former students of the Ottawa-Carleton District School Board at a cost of \$25.00.

### **What is the charge for a certificate verifying my French instruction?**

The fee for Certificates for French Instruction is \$25.00.

### **What is the charge for photocopies or copies of microfilmed records?**

The fee for photocopies or microfiche copies of student academic records is 20 cents per page.