

REQUEST FOR TRANSCRIPT OF GRADES

Processing Fee: Certified copies of the Ministry of Education Transcript of Grades are not released until payment is made by cheque (made payable to Oak Bay Secondary School), cash or money order. This includes mailing to a different individual or institution on your behalf.

Proof of Identity: To ensure privacy and security of student record information, this request must be accompanied by a copy of Birth Certificate, Driver's License, or other I.D. containing the student's name/photo/date of birth/signature. Once the I.D. has been verified the copy of the I.D. will be destroyed. The proof of identity must be of the person requesting the record. In addition, if a third party is designated to pick up the record on behalf of the requestor, they must also present their I.D. when they come to pick up the record.

PLEASE PRINT CLEARLY

Surname _____ Given Name(s) _____

Married Name _____ Birth Date (dd/mm/yyyy) _____

Current Address (including postal code) _____

Phone Number _____ email _____
(we will phone and/or email when the records are ready to be picked up, or when they have been mailed, usually 1 to 2 business days after receiving this request)

Year Graduated from Oak Bay _____

Number of Copies Required _____ Certified _____ Non-certified _____

Indicate if records are to be: ___ picked up ___ mailed Total Payment Enclosed \$ _____

Mailing/Pick up instructions: If records are to be mailed to a post-secondary institution, or elsewhere, please include complete address below. If they are to be picked up by a third party, please indicate the name of the designated person below.

Mailing Address (if different from above) _____

Name of third party authorized to pick up records _____

AUTHORIZATION FOR RELEASE OF INFORMATION is hereby given to Oak Bay School to release copy(ies) of my school transcript of marks as indicated above.

Signature

Date