OFFICIAL TRANSCRIPT REQUEST



RIVER EAST COLLEGIATE: 295 Sutton Ave., Winnipeg, MB, R2G 0T1, Phone: 204.338.4611, Fax: 204.338.9515

Transcripts are sent via Canada Post letter mail; however, they can be scanned and emailed when requested. We will make every attempt to process your request within five business days of receipt.

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STUDENT INFORMATION

Legal last name:		Legal first name:		
Birthdate (dd/mm/yyyy):		Former legal name:		
Last RETSD school attended: River East Collegiate			Year graduated:	
Current street address:				
City:	Province:		Postal code:	
Phone:	Email:			
TRANSCRIPT RECIPIENTS				
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This completed form can be dropped off, mailed, faxed or sent as an email attachment to River East Collegiate. During summer closure, transcript requests can be sent to the RETSD Administration Offices at 589 Roch St. Incomplete addresses provided on the request may cause delays or returns of your transcript by Canada Post. The onus is on the requestor to ensure the transcript is received by the stated recipient. River East Transcona School Division is not responsible for the loss or delay of transcripts by Canada Post.

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