

# OFFICIAL TRANSCRIPT REQUEST



TRANSCONA COLLEGIATE: 1305 Winona St., Winnipeg, Man., R2C 2P9, Phone: 204.958.6440, Fax: 204.958.6521

Transcripts are printed on security paper and appear as void in fax or scanned email attachments; therefore, transcripts are sent via Canada Post letter mail. Transcripts requested will be processed within five business days of receipt.

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By me

By this person I authorize:

\_\_\_\_\_  
PHOTO ID MUST BE PRESENTED AT TIME OF PICKUP

## STUDENT INFORMATION

Legal last name:		Legal first name:	
Birthdate (dd/mm/yyyy):		Former legal name:	
Last RETSD school attended: Transcona Collegiate		Year of graduation:	
Current street address:			
City:	Province:	Postal code:	
Phone:	Email:		

## TRANSCRIPT RECIPIENTS

Please send my transcript to the following recipients:

Address:		
City:	Province:	Postal code:
To the attention of:		Phone:

Address:		
City:	Province:	Postal code:
To the attention of:		Phone:

Address:		
City:	Province:	Postal code:
To the attention of:		Phone:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

This completed form can be dropped off, mailed, faxed or sent as an email attachment to the last senior years school attended. During summer closure, transcript requests can be sent to the Administration Offices. Transcripts sent to incomplete addresses provided on the request may cause delays or returns 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.