



PROGRAMS AND STUDENT SERVICES
NOVA SCOTIA HIGH SCHOOL TRANSCRIPT REQUEST FORM

All requests for copies of student records, including telephone requests, must be supported by written documentation. This Request Form must be accompanied by proof of identification (e.g., photocopy of driver's license, birth certificate or passport). For more information, please refer to Policy IV-A-3, Access to Student Information and Student Records available in the Policy Manual section of the SRCE website.

This request form must be completed in full, signed by applicant, and accompanied by proof of identification in order to be processed.

Applicant (Current or Former Student) Name (full name at time of completion):

Last Name	First Name	Middle Name
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Date of Birth: _____
MM/DD/YYYY

Name of School: _____

Year of Completion: _____ Last Grade Completed: _____

I hereby request the following information (please be specific):

Address to where you would like the information sent:

Fax or email to: _____

Attention of: _____

Signature of applicant: _____ Date: _____
MM/DD/YYYY

Telephone: _____

Email: _____

For Office Use: Date Received: _____ ID Type: _____

Date Applicant ID Verified and by Whom: _____

The Strait Regional Centre for Education is committed to protecting the privacy, confidentiality and security of all personal information that has been entrusted to us. The Regional Centre will collect, use, disclose, protect and retain personal information in accordance with the Freedom of Information and Protection of Privacy (FOIPOP) Act and other applicable legislation and policies. For more information, please contact our FOIPOP Administrator.