



Request for Official High School Transcript/Diploma

High School Certification Office
P.O. Box 8700
St. John's, NL A1B 4J6

Telephone: 1-709-729-7925
Email: highschooltranscript@gov.nl.ca

Privacy Notice: The personal information collected on this form is collected under the authority of subsection 61(c) of the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA, 2015) and is used for processing, handling and issuance of the appropriate official transcripts in accordance with the information supplied on this form. Personal information collected on this form is protected by ATIPPA, 2015. If you have any questions about the collection or use of this information, please contact the Information Management Division of the Department of Education using email provided.

If you have questions pertaining to the completion of this form or processing times, please call (709) 729-7925, or email highschooltranscript@gov.nl.ca

Full Legal Name:	Legal Name in High School:	
Student Number in High School:	Preferred Name in High School:	
(If Known)		
Date of Birth:	Last Grade/Level Completed:	Last High School Attended:
Address When Last Attended School:		
Last Year Attended:	Current Phone Number:	Email:
Current Mailing Address:		

Requesting: **High School Transcript** **High School Diploma** **GED Transcript** **GED Diploma**
 CAEC Transcript **CAEC Diploma**

Mail Transcript/Diploma to: Same as Current Mailing Address Above

AND/OR

Email to: _____

Student Authorization: I acknowledge the Department of Education, Government of Newfoundland and Labrador, has authority to collect the general information contained in this form and to disclose my transcript information to the destinations listed above in accordance with the instructions I have provided. I understand that this request will be processed only if signed by the student/former student or an authorized person, with written consent of the student/former student.

Signature: _____ Date: _____

NOTE: Please ensure your form has a signature before submitting via mail, using the contact information at the top of this form, or email highschooltranscript@gov.nl.ca. For email requests, you will receive an email acknowledging receipt of your request.