



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) (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.