



Request for an Official Student Transcript

Mail to Student Services Office at **Catholic Central High School**

441 Tecumseh Rd. E., Windsor, ON N8X 2R7
Tel. (519) 256-3171 Fax. (519) 256-6691

General Information: (Please read carefully)

1. Your transcript will be mailed to your home address within five working days upon completion of this request and payment.
2. Requests for documents will not be accepted by telephone.
3. Official transcripts will be issued **ONLY** with a photo copied picture ID accompanied by this form.
4. All student records are considered to be personal information under The Freedom of Information and Protection of Privacy Act and will not be released to a third party without the written authorization of the student.
5. Transcripts will not be issued until \$10.00 fee is paid. (money order only).

STUDENT PERSONAL INFORMATION

Legal Surname	Legal First Name	Middle Name
Previous Surname (if applicable)		Date of Birth (yyyy/mm/dd)
Telephone Number ()	E-mail Address	
Current Mailing Address		
City/Town	Province	Postal Code
Last Year Attended	Last Grade Attended	

TRANSCRIPT REQUEST

I would like to order _____ official transcripts (at \$10.00 each) for a total cost of \$ _____ (please include money order)
--

PERMISSION TO RELEASE TRANSCRIPT TO A THIRD PARTY

I hereby grant permission to Catholic Central High School to release my student transcript to the person listed below.

_____	_____
Please Print Name	Relationship to Student

STUDENT AUTHORIZATION

Student Signature	Date
-------------------	------