



Email this completed Form in PDF Format to: LOYOLGuidance@dpcdsb.org

Loyola C.S.S. TRANSCRIPT REQUEST FORM

Loyola will provide Transcript(s) for students that either graduated, or this was the last school they attended within the last 2 School Years only.

Date of Request: _____

Government photo identification containing your name and date of birth is required.

APPLICANT INFORMATION

Name of Student: _____ Date of Birth: _____
(Please Print First & Last Name)

Student Number (if known): _____ OEN (if known): _____

Student Mailing Address: _____

Number of Transcripts Requested: _____

Last school year students will receive 1 Free Transcript either by Loyola e-mailing to Student directly, e-mailing to requested Institute directly or having an authorized person picking it up. There is a charge of \$5.00 for additional copies. After the 1st free copy, the cost is \$20 for 1st copy plus \$5 for additional copies.

For students that left prior to last school year the cost is \$20 for 1st copy, and then \$5 for additional.

Payments can be made through School Cash Online <https://dpcdsb.schoolcashonline.com/> (please attach receipt to e-mail transcript request when applicable) or bring exact cash if picking up in person to Loyola Guidance Office.

For In-Person pick-up ☐ By Applicant ☐ Other - Full Name of Authorized Person: _____
(Must show piece of identification)

For E- Mailing:
☐ E-mail to Student: _____
(Please Print e-mail address)

☐ To a University/College Post-Secondary Reference Number (if applicable): _____

Name of Institute: _____ E-mail of Institute Admission Office: _____

Mailing Address of Institute: _____

For Office Use Only

Date Processed on: _____

Municipal Freedom of Information and Protection of Privacy Act: Personal information on this form is collected under the authority of the Education Act, R.S.O.1990, c.E.2. It will be used to issue a Student Transcript. If you have any questions about this collection, contact the Records Management, Privacy and Access Administrator at 905-890-0708 X24443.