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| **Transcript Request Form****Authorization and Consent** |
| PLEASE PRINT |  |

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| --- | --- |
| Present Name: | Click or tap here to enter text. |
|  |
| Name(s) used in school: | Click or tap here to enter text. |
|  |  |
| Date of Birth: | Click or tap to enter a date. | Telephone: | Click or tap here to enter text. |
|  | DD/MM/YYYY |  |  |
|  |
| Last Year of Attendance: | Click or tap here to enter text. |
|  |
| Reason for Request: | Click or tap here to enter text. |
|  |
| Number of Copies: | Click or tap here to enter text. | Mail to College/University? | Yes |[ ]  No |[ ]   |
|  |
| Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  |  |  |  |
| **ONLY FILL IN IF YOU WOULD LIKE YOUR TRANSCRIPT MAILED TO COLLEGE/UNIVERSITY:** |
|  |
| I further authorize and direct McKinnon Park Secondary School to forward a copy of my transcript(s) to: |
|  |
| Name of College/University: | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
|  |
|  |
| OUAC number: | Click or tap here to enter text. | OCAS number: | Click or tap here to enter text. |
|  |  |  |  |
| And this shall be your good and sufficient authority for doing so. |
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| There is a $5 non-refundable fee for each copy of a transcript that must be paid **prior** to processing – payment by cash or cheque – payable to McKinnon Park Secondary School.  |
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| Please note if you have been out of high school for more than 10 years, you must contact Grand Erie Learning Alternatives to obtain your transcript. Please visit [www.granderie.ca](http://www.granderie.ca) for more information. |
|  |
| OFFICE USE ONLY |  |  |  |
| Cash: |  | Cheque: |  | # copies: |  | Staff: |  |
| Comments: |  | Date: |  |
|  |  |  |  |