

OFFICIAL TRANSCRIPT REQUEST FORM

Please complete this form and mail it to: Central Kings Rural High School
6125 Highway 1
Cambridge, NS B0P 1G0

There is a \$5.00 per transcript fee, payable in cash or cheque (payable to Central Kings) only.

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Name when attended Central Kings, if different: _____

Telephone Number: _____ E-mail address: _____

Did you Graduate?: **Yes**, year graduated: _____

Did you go to Summer School?

If yes, course taken _____ Year _____

Did you take a correspondence course?

If yes, course taken _____ Year _____

No, last year attended Central Kings: _____ Last Grade Level: _____

Option 1 – Hold for pick-up

Name of person who will be picking up transcript: _____

Option 2 – Mail to Post-secondary institution

School Name & Address: _____

For transcripts going to Ontario universities please provide your OUAC Number: _____

Option 3*-Mail to private address

Name & Address: _____

**please note, official transcripts will be in a signed and sealed envelope to be opened by the post-secondary institution. Personally opening this envelope will deem the transcript unofficial.*

Option 4-E-mail**

E-mail to : _____ E-mail address: _____

****Official transcripts can only be e-mailed directly to a post-secondary institution. By completing and signing this form, I am aware that sending my transcript electronically is not the most secure method, but I am authorizing Central Kings Rural High School to do so knowing the risk.**

Signature: _____ Date: _____