



STUDENT TRANSCRIPT REQUEST

Resurrection Catholic Secondary School

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Resurrection Catholic Secondary School
455 University Avenue West, Kitchener, ON N2N 3B9
Phone: 519-741-1990, Fax: 519-741-5096

Please allow 5-10 business days for the processing of transcripts. Transcripts will be mailed (or faxed, if requested). If necessary, they may be picked up. Any costs incurred for premium shipping (courier, express post, etc.) will be the responsibility of the applicant.

Applicant Information

Legal Last Name		Legal First Name	
Last name (while in school)		Legal Middle Name(s)	
Apt #	Number & Street		
City, Province		Postal Code	Telephone
Date of Birth (YYYY/MM/DD) e.g. 2000 JAN 01			Last Year of Attendance

Distribution Information

Number of Transcripts Required: _____	I, the undersigned do hereby authorize the Waterloo Catholic District School Board to release a copy of my student transcript(s) as indicated below: Signature: _____ Date: _____
Delivery Instructions: <input type="checkbox"/> Pick up <input type="checkbox"/> Mail to Address Above <input type="checkbox"/> Mail to Address Indicated <input type="checkbox"/> Priority Post <input type="checkbox"/> Fax to: _____	Mail to: (if other than above) _____ Name _____ Address _____ City Province Postal Code

ACCOUNTING DEPARTMENT USE ONLY Amount Received _____ Receipt No. _____	OFFICE USE ONLY Signature of Office Personnel _____ Date Processed _____
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Notice of Collection

Information on this form is collected further to section 265 (1)(d) of the Education Act and sections 28(2) and 32(b) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information on this form will be used to administer student records and the release of information. Questions about the collection, use, or disclosure of personal information on the form should be directed to the Privacy Officer at privacy@wcdsb.ca, or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

Completed by: Parent/Guardian/Adult Student
Distribution: Parent/Guardian/Adult Student → School
Retention: Main Office (Current +2 Years)