

Transcript request

<https://www.k12.gov.sk.ca/etranscript/index.jsp>



Online Request for High School and Adult 12 Transcripts

Introduction

Please do not use your back button.

Important notes for students currently taking high school courses:

Transcripts that include final marks from January (Choose "After January Exams") and June (Choose "After June Exams") are released in February and July.

If you recently completed a course and require that mark to appear on your transcript, please contact the school prior to completing the transcript request to ensure the mark has been submitted to the Ministry of Education.

We have marks on file for Saskatchewan high school courses. If you require GED or ABE please contact the following locations:

GED transcripts, please refer to <http://economy.gov.sk.ca/ged/transcripts> website.

ABE (10 and 11) transcripts, please refer to <http://economy.gov.sk.ca/abe/transcripts> website.

Transcript Fees

There is a non-refundable \$20.00 search and process fee for a transcript request of five or fewer selections (including those sent directly to the student).

Requests in excess of five destinations will be charged \$2.00 per additional selection.

Expedited delivery service by mail or courier is also available to all destinations at an additional cost (other than those sent electronically listed below). **Note:** Expedited delivery service fees are subject to change without notice.

	AB/SK/MB	Other Provinces	US	International
Priority Post	\$8	n/a	n/a	n/a
Purolator Express	n/a	\$25	\$35	\$80

[Order Example](#)

Payment Method

Transcript requests will not be processed until the payment is received.

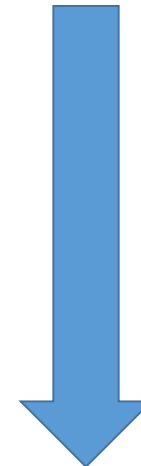
Transcript requests pending payment will be held for a maximum of 30 days.

There are three forms of payment available:

1. Online secure transactions using Visa, MasterCard or Debit.
2. Mail a cheque/bank draft/money order (**DO NOT send cash in the mail**) made payable to the **Minister of Finance** to:

Student Services
Regina Centre Crossing

Scroll down

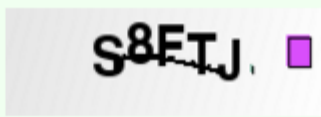




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Image Verification

Please do not use your back button.

 [Reload](#)

← Complete this

Please type the same letters and numbers from the image into the input field.
If you are not able to determine the letters and numbers in the image, click the reload link until you get one you can read.

[Previous](#) [Next](#)



Online Request for High School and Adult 12 Transcripts

Personal Information Change

Please do not use your back button.

The name printed on the transcript is based on information stored in the Student Data System. If your name has changed since you last attended school and you wish to have your current name printed on the transcript, mail, email or fax the following:

- Address / Name / Date of Birth Correction form
- Legal documentation of name change

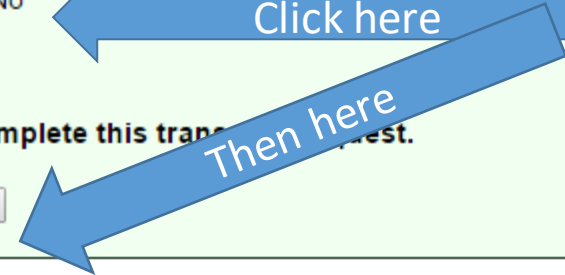
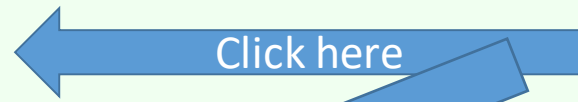
To change a name (including change due to adoption, marriage or divorce) a copy of a change of name certificate, marriage certificate, or other evidence of a legal name change is required.

To change an address, submit a copy of your photo identification displaying your name and current address.

Do you wish to submit any of the following changes? Yes No

- Name Change
- Address Change

A \$20.00 non-refundable processing fee will be required to complete this transcript request.





Online Request for High School and Adult 12 Transcripts

Applicant Information

Please do not use your back button.

Student Information

Learning ID (if known):

*Current Legal Last Name:

*Current Legal First Name:

Middle Name:

Former Surname(s) (if applicable):

For example: SurnameA, SurnameB, SurnameC, etc.

*Birth Date: YYYY format

Current Student Mailing Address Information

*Country:

*Province/State:

*Town/City:

*Postal Code/Zip Code: Canada and US only.

P.O. Box:

Street if no P.O. Box:

For international address, please include postal/zip code in street/box address line.

*Daytime Phone: North America International
(XXX) XXX - XXXX

*Email:

*Confirm Email:

High School Information

Last Saskatchewan High School Attended:

Last Year Attended: yyyy format. If you attended school in 2012/2013 school year, please enter 2013.

Last Grade Completed: Grade 10 Grade 11 Grade 12

Complete all of this.



Online Request for High School and Adult 12 Transcripts

Transcript Request Entry

Please do not use your back button.

Destination & Time

If you recently completed a course and require that mark to appear on your transcript, please contact the school prior to completing the transcript request to ensure the mark has been submitted to the Ministry of Education.

Did you take a high school level course between August 1, 2015 and July 31, 2016? Yes No

If copies are required to come to your home, please select **Self** as one of the locations. Transcripts **cannot be e-mailed** under any circumstances.

Transcripts that include final marks from January (choose "After January exams") and June (choose "After June exams") are released in February and July.

[Order Example](#)

Request Entry

Where would you like the transcript sent?

What is your situation?

- Saskatchewan Polytechnic (SIAST) *(all four campuses)*
 - Apprenticeship and Trade
 - University of Regina
 - University of Saskatchewan
 - University of Alberta
 - Self *(3 copies provided)*
- Note: you will be contacted by email if an address change is required (When self is chosen)*
- Walk-In Service *(Office use only)*
 - Other Destination

- I want my transcript(s) sent as soon as possible

[Add to Cart](#) [Reset](#)

Maximum of 10 requests per application is allowed

This is the page you need to take some time with.

Read the next slide to see the details of the process.

This is where you will chose where your transcripts go and when.

Transcript Request Entry

September
to
Mid February

- Select your school (Choose other destination if it is not listed)
- Select three times: (After each, click “add to cart”)
 - I want my transcript(s) sent as soon as possible
 - After January Exams (Printed mid February)
 - After June Exams (Printed mid July)

Example of this on the next slide.

Mid February
to
June

- Select your school (Choose other destination if it is not listed)
- Select twice:
 - After January Exams (Printed mid February)
 - After June Exams (Printed mid July)

After Graduation

- Select your school (Choose other destination if it is not listed)
- Select once:
 - I want my transcript(s) sent as soon as possible

Did you take a high school level course between August 1, 2015 and July 31, 2016? Yes No 3 of 10

If copies are required to come to your home, please select **Self** as one of the locations. Transcripts **cannot be e-mailed** under any circumstances.

Transcripts that include final marks from January (choose "After January exams") and June (choose "After June exams") are released in February and July. Order Example

Request Entry

Where would you like the transcript sent?

- Saskatchewan Polytechnic (SIAST) (all four campuses)
- Apprenticeship and Trade
- University of Regina
- University of Saskatchewan
- University of Alberta
- Self (3 copies provided)
Note: you will be contacted by email if an address change is required (When self is chosen)
- Walk-In Service (Office use only)
- Other Destination

What is your situation?

- I want my transcript(s) sent as soon as possible
- I want my transcripts(s) sent at another time. Select one of the options below:
 - After November Session (Printed mid December)
 - After December Exams (Printed mid January)
 - After January Exams (Printed mid February)
 - After March Exams (Printed beginning of April)
 - After April Session (Printed end of May)
 - After May Exams (Printed mid June)
 - After June Exams (Printed mid July)
 - After Summer School (Printed beginning of August)
 - After August Exams (Printed beginning of September)

Add to Cart Reset

Maximum of 10 requests per application is allowed

First Request Remove

Postal Service : Electronic
Transcript will be sent to : Saskatchewan Polytechnic (SIAST) (all four campuses)
Transcript will be sent on : As soon as possible
In Person : No

Second Request Remove

Postal Service : Electronic
Transcript will be sent to : Saskatchewan Polytechnic (SIAST) (all four campuses)
Transcript will be sent on : After January Exams (Printed mid February)
In Person : No

Third Request Remove

Postal Service : Electronic
Transcript will be sent to : Saskatchewan Polytechnic (SIAST) (all four campuses)
Transcript will be sent on : After June Exams (Printed mid July)
In Person : No

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Notice my three requests for the same school in my "cart".

If applying for other schools, continue the same process, up to ten requests.

Note:
It costs \$20 for up to 10 requests.

If you complete this process separately, it will cost more.

When done, click here.

Payment

- All that is left is to complete the payment.
- If you have any questions, please don't hesitate to contact me.

eldon.germann@lskysd.ca

Work: 306-753-2375

Cell: 306-753-7197