



St. Lawrence Secondary School École Secondaire Saint-Laurent

1450 Second Street East Cornwall, ON K6H 5Z8
1450 est rue Deuxième, Cornwall, ON K6H 5Z8
Tel./Tél.: 613-933-8410 ~ Fax/Télé.: 1-855-496-0967



STUDENT REQUEST OFFICIAL STUDENT TRANSCRIPT (OST)

Date: _____

To Guidance Counsellor/Student Records Department,

School: St. Lawrence Secondary School

Address: 1450 Second St E. Cornwall, ON K6H 5Z8

Phone: 1-613-933-8410 Fax: 1-855-496-0967

Email: SLH_OfficeAdmins@ucdsb.on.ca

Legal Surname: _____

Legal First Name: _____

Date of Birth: _____

OEN #: _____

Last Year of Attendance: _____

Phone: _____

Email: _____

The Ontario Student Transcript (OST) provides an official and complete record of the student's performance in Grades 9 to 12. To request an Ontario Student Transcript (OST) for the purposes of employment or education, download and complete our Request for Transcript Form and fax it to 1-855-496-0967, non-refundable \$5 transcript fee (cash only) will be charged at the time of pick up, with proof of identity. Schools require at least 5 business days to process requests for Transcripts. Please note that schools are unable to reproduce diplomas.

Student Signature

