

**ESPANOLA HIGH SCHOOL**

**REQUEST  
FOR  
TRANSCRIPT AND/OR DUPLICATE DIPLOMA**

In order to receive a transcript and/or duplicate diploma EHS requires your consent and signature on file. This can be accomplished by filling out the attached form and faxing it to 705-675-0229 or sending an email to [espanola\\_high\\_school@rainbowschools.ca](mailto:espanola_high_school@rainbowschools.ca) with all of the required information found on the report.

Transcripts take 3 to 5 days to complete and you have a choice of receiving your transcript electronically or mailed to you.

Diplomas take up to 6 weeks to complete and will be mailed to you once complete.

The cost is \$20.00 for per transcript and \$25.00 for a duplicate diploma

Payment may be made using School Cash online.

Visit [rainbowschools.ca](http://rainbowschools.ca). Navigate to the bottom of the home screen and under the Parents section is School Cash online.

You will have to sign up to sign in and purchase a transcript or diploma. When asked, state that you do not want to choose a student. Click on the Espanola Transcript request or the Espanola Diploma Request.

Once we see your payment, we will process your request.

ESPANOLA HIGH SCHOOL

REQUEST  
FOR  
TRANSCRIPT AND/OR DUPLICATE DIPLOMA

Transcript \_\_\_\_\_

Date: \_\_\_\_\_

Duplicate Diploma \_\_\_\_\_

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**NAME:** \_\_\_\_\_  
( maiden name or name under which you were educated )

Date of Birth: \_\_\_\_\_ Year Last Attended: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Will Pick Up: \_\_\_\_\_ **OR** \_\_\_\_\_ will pick up for me  
( name of person authorized to pick up )

**OR** Mail **OR** email to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**COST:**

TRANSCRIPT - **\$20.00**  
DUPLICATE DIPLOMA - **\$25.00** each

Fax request to: 705-675-0229 **OR** email to [espanola\\_high\\_school@rainbowschools.ca](mailto:espanola_high_school@rainbowschools.ca)

**OFFICE:**

PAID: \_\_\_\_\_ NOT PAID: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature