

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.

Please print and fax the attached Request Form to 705-675-0229.

Transcripts and duplicate diplomas take 3 to 5 days to complete.

Cost

\$5.00 for one transcript and \$2.00 for each additional transcript.

\$20.00 for transcripts that are sent out of province.

\$10.00 for Duplicate Diplomas.

ESPANOLA HIGH SCHOOL

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

Transcript _____

Date: _____

Duplicate Diploma _____

NAME: _____
(maiden name or name under which you were educated)

Date of Birth: _____ Year Last Attended: _____

Phone Number: (____) _____ No. Of Copies: _____

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

OR MAIL TO:

Signature

COST:

TRANSCRIPT - **\$5.00** for 1st one & **\$2.00** each additional
TRANSCRIPT (OUT OF PROVINCE DELIVERY) - **\$20.00**
DUPLICATE DIPLOMA - **\$10.00** each

OFFICE:

PAID: _____ NOT PAID: _____

Date Completed: _____ Staff Signature: _____