

# Requesting Transcripts from the Ministry of Education

1. Go to the Ministry of Education website at <https://www.k12.gov.sk.ca/etranscript/>. This page can also be accessed under the Student Services section on the O'Neill website.
2. Read the 'Introduction' section, then click on "Continue to High School/Adult 12 Transcript".

The screenshot shows the 'Introduction' page of the 'Online Request for High School and Adult 12 Transcripts' form. The page includes a 'Please do not use your back button.' warning, important notes for students, transcript fees, and a table of expedited delivery service fees. A blue arrow points to the 'Continue to High School/Adult 12 Transcript' button at the bottom of the page.

Priority Post	AB/SC/ND	Other Provinces	US	International
Priority Post	\$5	\$5	\$10	\$15
Expedited	n/a	\$25	\$35	\$60

3. Read and click "Next". (Image Verification may be required after this page)

The screenshot shows the 'Requirements' page of the 'Online Request for High School and Adult 12 Transcripts' form. The page lists required information (legal name, birth date, mailing address, etc.) and browser requirements (Internet Explorer 6 or higher, etc.). A blue arrow points to the 'Next' button at the bottom of the page.

4. Answer the change of information question and click "Next".

The screenshot shows the 'Personal Information Change' page of the 'Online Request for High School and Adult 12 Transcripts' form. The page asks if the user's name or address has changed since their last transcript request. A blue arrow points to the 'Next' button at the bottom of the page.

8. Fill out the 'Applicant Information' section and click "Next".

**Applicant Information**

Please do not use your back button. A \$20.00 non-refundable processing fee will be required to complete this transcript request.

**Student Information**

Learning ID (if known):  
 \*Current Legal Last Name:  
 \*Current Legal First Name:  
 Middle Name:  
 Former Last Name(s) (if applicable):  
 Birth Date: For example (last format last names): Smith, Brian, Martin, etc.  
 Day \* Month \* Year: YYYY - YYYY format

**Current Student Mailing Address Information**

\*Country: CANADA  
 \*Province/State: SASKATCHEWAN  
 \*City: Regina  
 \*Postal Code/Zip Code: S4S 0A1  
 P.O. Box:  
 Street (if no P.O. Box):  
 For international address, please include postscript code in street/box address line.  
 \*Daytime Phone: (XXX) XXX-XXXX  
 \*Email:  
 \*Confirm Email:

**High School Information**

Last Saskatchewan High School Attended: (Used for Student Verification)  
 Last Year Attended: 2017  
 Last Grade Completed: Grade 12  
 If you attended school in 2016/2017, please select the grade completed after 2016.  
 Grade 10 Grade 11 Grade 12

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9. Answer the initial question regarding courses taken and then begin the 'Request Entry' section. Click on the institution where you would like your transcripts sent, then click on the time that you would like them sent. Click on "Add to Cart" once you have made your selection. Repeat these steps for each entry request. (Most institutions require transcripts to be sent three times...as soon as possible, after January exams and after June exams.) There is a \$20.00 fee for the first five requests and \$2.00 for each additional request.

**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, 2016 and July 31, 2017? ☒ 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.

If you are looking for proof of Drivers Education please contact Student and Educator Services prior to submitting your request by email at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) or by phone at 1-306-787-9525.

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

**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 (copies provided) (Note: you will be contacted by email if an address change is required (after you've 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 transcript(s) sent at another time. Select one of the options below:
  - ☐ After January Exams 2017 (Printed mid February 2017)
  - ☐ After March Exams 2017 (Printed beginning of April 2017)
  - ☐ After April Exams 2017 (Printed end of May 2017)
  - ☐ After May Exams 2017 (Printed mid June 2017)
  - ☐ After June Exams 2017 (Printed mid July 2017)
  - ☐ After Summer School 2017 (Printed beginning of August 2017)
  - ☐ After August Exams 2017 (Printed beginning of September 2017)

Add to Cart Reset

Maximum of 10 requests per application is allowed

10. After all requests are added to the cart, click "Next".

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**First Request**

Postal Service: Electronic  
 Transcript will be sent to: University of Regina  
 Transcript will be sent on: As soon as possible  
 In Person: No

**Second Request**

Postal Service: Electronic  
 Transcript will be sent to: University of Regina  
 Transcript will be sent on: After January Exams 2017 (Printed mid February 2017)  
 In Person: No

**Third Request**

Postal Service: Electronic  
 Transcript will be sent to: University of Regina  
 Transcript will be sent on: After June Exams 2017 (Printed mid July 2017)  
 In Person: No

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Contact | Phone: +1 306-787-9525 | Fax: +1 306-787-0035 | Email: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

11. Review all requests. Complete 'Payment Method' and 'Declaration' sections, and click on "Submit Request".

**Transcript Request Summary**

Last Year Attended: 2017  
 Last Grade Completed: 12

**Transcript(s) Requested Review**

Request 1

Postal Service: Electronic  
 Transcript will be sent to: Saskatchewan Polytechnic (SIAST) (all four campuses)  
 Transcript will be sent on: As soon as possible  
 Region: Canada

**Total Cost**

Total Number of Transcript: 1 \$20  
 Expedited Delivery Charge: \$0  
 Total Cost: \$20

**Payment Method**

Select your Payment Method (Student and Educator Services does not accept payment by telephone.)

- ☐ Pay Online
- ☒ Pay by mail with Cheque/Draft/Money Order or in person at Student and Educator Services office

**Declaration**

Are you the applicant submitting the request?

- ☒ Yes
- ☐ No (please fax or email a Letter of Authorization referencing the order number of this application.)

Once the Student Request button is selected, no further changes can be made to the request. Please ensure you have verified all of the information on this page before selecting the Student Request button.

Previous Submit Request

Contact | Phone: +1 306-787-9525 | Fax: +1 306-787-0035 | Email: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)