



## TRANSCRIPT REQUEST INFORMATION

### Online Request for High School and Adult 12 Transcripts

#### **PURPOSE:**

- Post-secondary schools need OFFICIAL transcripts from the government and school official transcripts to review your courses and marks before offering admission.
- Vanier transcripts can be requested in the office. As for three at a time.
- Depending on the school, Vanier's official transcript may work for early conditional acceptance, but please note ALL SCHOOLS will eventually require you to go through the Ministry's process of requesting transcripts.
- It is recommended to complete this set after you apply or have a list of schools you are applying to so this step is not forgotten.
- Most common request: ASAP, after first semester and after second semester
- Cost - \$20 for up to 10 – give or take

#### **GENERAL INFORMATION WHEN COMPLETEING THE ONLINE FORM:**

- If you plan on applying to multiple schools, **request transcripts to be sent to ALL schools** all at once or else you will need to pay another \$20 each time you put in a new and separate online request.
- You will need Visa, MasterCard or some other source of **payment** to complete the transaction.
- Transcripts that include final marks from January and June are released in February and July. Please select **AFTER JANUARY** and **AFTER JUNE** to include current year high school marks on transcripts.
- **Definitions:**
  - Secondary = High School
  - Post-secondary = after high school such as college or university
- **Did you take a high school level course between August 1, 20\_\_ and July 31, 20\_\_?**
  - **Please note:** If you are currently attending high school ensure that you answer "yes" to that question above. If you do not answer yes to that question, the transcript will go immediately and it will not include 1st and 2nd semester marks. The request will then need to be re-entered.
- You will have to go through the process of adding a request multiple times, even for one school. Look for the **ADD TO CART** button to keep adding.
- **If requesting between September – January:**
  - as soon as possible,
  - after January exams
  - after June exams
- **If requesting between February – June:**
  - As soon as possible (once semester 1 classes are submitted to government) or after January exams
  - After June exams

**WEBSITE :** <https://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school>