

How to Order Official High School Transcripts 2023-2024

- To order **official transcripts** to be sent to post-secondary institutions as part of your admissions application, complete the following steps.
- Go to <https://www.k12.gov.sk.ca/etranscript/>
 - Read all instructions. Ensure you have a valid email.
 - Saskatchewan Students Learning Number _____ (Found on MSS under student information, however this order can be processed without it)
 - A credit card or debit card will be required to complete payment

- Applicant Information**

- Fill in all your personal information.
- Be sure to have a valid email address - as summary of this order will be sent to this email.
- High School Information
 - Swift Current Comprehensive High School
 - Last Year Attended: **2024**

Applicant Information

Please do not use your back button.
A \$25.00 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 Name(s) (if applicable):

*Birth Date:

For example (list former last names): Smith, Brown, Martin, etc.

Current Student Mailing Address Information

*Country:

*Province/State:

*Town/City:

*Postal Code/Zip Code:

P.O. Box:

Street if no P.O. Box:

For international address, please include postal/zip code in street/box address line.

*Daytime Phone: North America International

*Email:

*Confirm Email:

High School Information

Last Saskatchewan School Attended:

(Used for Student Verification)

Last Year Attended:

yyyy format. If you attended school in 2012/2013 school year, please enter 2013.

DESTINATION and TIME

- Did you take a high school level course between August 1, 2023 and July 31, 2024?
 - Click **YES**

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, 2023 and July 31, 2024? Yes No

If copies are required to come to your home, please select **Mailed to Student's Home Address** 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 or by phone at 1-306-787-9525.

If you want final marks from January, choose After January exams (they are released in February).

REQUEST ENTRY

Fill out the request entry section. REMEMBER, you can save money if you request all transcripts at once.

A) Where would you like the transcript sent - **CHOOSE YOUR SCHOOL.** If the institute is not listed, click on "Other Destination". You will then be prompted to select the appropriate province and you can locate the institution in the pull down menu provided.

B) **What is your Situation?** (You should order all of these options if completing an admissions application between October and January).

- I want my transcript sent **as soon as possible** - Add to Cart
- I want my transcript sent at another time -
 - After January Exams (Printed Mid February) – Add to Cart
- I want my transcript sent at another time
 - After June Exams (Printed Mid July) – Add to Cart

Where would you like the transcript sent?

- Saskatchewan Polytechnic (SIASST) (all four campuses)
- Apprenticeship and Trade (Regina)
- Dumont Technical Institute (Saskatoon location only)
- Saskatchewan Indian Institute of Technologies (SIIT)
- University of Regina
- University of Saskatchewan
- Mailed to Student's Home Address (3 copies provided) Note: you will be contacted by email if an address change is required
- Other Destination
- Ministry Use Only

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 November Session 2023 (Printed mid December 2023)
 - After December Exams 2023 (Printed mid January 2024)
 - After January Exams 2024 (Printed mid February 2024)
 - After March Exams 2024 (Printed beginning of April 2024)
 - After April Session 2024 (Printed end of May 2024)
 - After May Exams 2024 (Printed mid June 2024)
 - After June Exams 2024 (Printed mid July 2024)

Add to Cart Reset

Maximum of 10 requests per application is allowed

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C) **Repeat above for each post-secondary institution you are applying to.**

D) Add: **Mailed to Student Home Address** – Selection – **After June Exams**. This will allow you to have three copies of your Grade 12 Transcript for your own records.

E) Review your requests – make sure they are correctly going to where and when you want them to be sent. (Click Next)

** There is a non-refundable \$25.00 search and process fee for a transcript request of 5 or fewer selections (including those sent directly to the student). Requests in excess of 5 destinations will be charged \$2.00 per additional selection.

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Select Postal Service

- Regular Post
- Expedited

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F) Transcript Request Summary

This page will provide a summary of all your information and the transcript requests that you have made. *** Carefully look over your order to make sure everything is correct, then continue down to process payment.

Be sure that you have requested transcripts to each of the institutions you have applied to and have transcripts being sent at the appropriate times; including requesting transcripts to be sent to your home after June Exams.

G) Payment Method. It is best to choose to pay online if you are able to. Credit Card or Debit.

F) Declaration – complete by checking the appropriate boxes

H) Submit Request - Proceed to Payment

Note: You should receive an email providing a summary of your order. It is important to keep this email for your records in case you need to contact the Ministry about your order.