

Requesting Transcripts from the Ministry of Education

1. Go to the Ministry of Education website at <https://www.k12.gov.sk.ca/etranscript/>.
2. Read the 'Introduction' section, then click on "Continue to High School/Adult 12 Transcript".

Government of Saskatchewan
Online Request for High School and Adult 12 Transcripts

Introduction

Please do not use your back button.

Important notes for students currently taking high school courses:
Transcripts that include final marks from January (Choose "After January Exams") and June (Choose "After June Exams") are released in February and July.
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.
We have marks on file for Saskatchewan high school courses.
If you are looking for proof of Driver Education please contact Student and Educator Services prior to submitting your request.

Transcript Fee
There is a non-refundable \$20.00 search and process fee for a transcript request of five or fewer selections (including those sent directly to the student).
Requests in excess of five destinations will be charged \$2.00 per additional selection.
Expedited delivery service by mail or courier is also available to all destinations at an additional cost (other than those sent electronically listed below). Note: Expedited delivery service fees are subject to change without notice.

	AB/SC/MB	Other Provinces	US	International
Priority Post	Yes	Yes	Yes	Yes
Publisher Expenses	Yes	\$25	\$35	\$60

[Order Example](#)

Payment Method
Transcript requests will not be processed until the payment is received.
Transcript requests pending payment will be held for a maximum of 30 days.
There are three forms of payment available:
1. Online secure transactions using Visa, MasterCard or Debit.
2. Mail a cheque/bank draft/money order (DO NOT send cash in the mail) made payable to the Minister of Finance to:
Student and Educator Services
Regina Centre Crossing
128 - 1621 Albert Street
Regina, SK S4P 2S5.
Note: A \$10 fee will be charged on NSF cheques.
Note: When paying by mail, include your Order Number with the payment to ensure successful processing.
3. If you choose the option for Pick Up you can also pay over the counter at our office.
Transcripts requested for pick up next business day are available after 1:00 pm at Student and Educator Services
128-1621 Albert Street, Regina, SK. Office hours are 9:00 am - 5:00 pm Monday - Friday. You will be required to provide 3 pieces of government issued photo identification (examples include Driver's License, Passport, Citizenship Card or Treaty Card).

Transcript Delivery
Electronic:
Transcripts (2 copies) are automatically sent electronically each business day to the following institutions:
• Saskatchewan Polytechnic (various on and off-campus locations)
• University of Regina
• University of Saskatchewan
• University of Alberta
All other transcripts must be sent through the mail or by expedited delivery if selected.
Please Note: Transcripts cannot be emailed under any circumstances.

Third-party transcript requests
You need not declare yourself as a third party if:
• You are a parent ordering transcripts on behalf of your child, and your child is younger than 18 years old; or
• The transcripts are only being sent to a school (not home or another organization).
In all other cases, if you are requesting transcripts on another's behalf, you must declare as a third party. In these cases, a letter of authorization from the student must be submitted to Student and Educator Services via mail or email. This letter should include: the student's name, the student's signature, the name of the third party (into-organization), the transcript order number (provided after the request is submitted online and emailed confirmation), and the date.
If you require GED or ABE please visit the following websites:
GED transcripts, please refer to <http://ged.com/sk.ca/skgedtranscriptswebsite>.
ABE (10 and 11) transcripts, please refer to <http://www.abe.com/sk.ca/abe10and11transcripts>.

[Continue to High School/Adult 12 Transcript](#)

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

Government of Saskatchewan
Online Request for High School and Adult 12 Transcripts

Requirements

Please do not use your back button.

Required Information
To complete an order online, you will be asked to provide:

- Your legal surname, middle name (s), given name, birth date, mailing address, daytime phone number, email address, last school attended, last year attended and last grade completed.
- Saskatchewan Learning ID if known.
- Where and when you want the transcript sent.
- Valid credit card number and card holder information when paying online.
- Valid and active email address.

Browser requirements:

- Internet Explorer 6 or higher or Mozilla Firefox type 4 or higher or Google Chrome
- JavaScript must be enabled.

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

Personal Information Change

Please do not use your back button.

The name and address printed on the transcript is based on information stored in the Student Data System. This information may need to be updated.

Name Change:

If your name has changed since you last attended school and you wish to have your current name printed on the transcript, please mail or email a copy/scan/photo of the legal documentation of the name change. For example:

- Change of name certificate
- Adoption records
- Marriage certificate
- Birth certificate
- Passport
- Treaty Card

Address Change:

To change your address, please mail or email a copy/scan/photo of your government-issued photo identification displaying your name and current mailing address. For example:

- A driver's license
- Provincial ID card

If your photo ID does not display your current mailing address, please ALSO SUBMIT a copy/scan/photo of a piece of ID with your name and current mailing address on it. For example:

- Official mail (bill, paystub, bank/credit card statement, etc.)
- Residential lease or sub-lease

Please include your order number in any correspondence with Student Records. (The order number is given after you submit the request online, and can also be found in the confirmation email.)

Do you wish to submit any of the following changes? ☐ Yes ☐ No

☐ Name Change ☐ Address Change

A \$20.00 non-refundable processing fee will be required to complete this transcript request.

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5. 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, first, last name): Smith, Brown, Martin, etc.
(DD - MM - YYYY - YYYY format)

Current Student Mailing Address Information

Country: CANADA SASKATCHEWAN Province/State: _____

Street City: _____

Postal Code/Zip Code: _____ P.O. Box: _____

Street if no P.O. Box: _____

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

*Daytime Phone: (XXX) XXX - XXXX ☐ North America ☐ International

*Email: _____

*Confirm Email: _____

High School Information

Last Saskatchewan High School Attended: _____

(Used for Student Verification) Last Year Attended: _____

Last Grade Completed: _____

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6. 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 \$25.00 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

Did you take a high school level course between August 1, 2016 and July 31, 2017? ☐ Yes ☐ No

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.

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 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.

[Order Example](#)

Request Entry

Where would you like the transcript sent?

- ☐ Saskatchewan Polytechnic (SIAT) (all four campuses)
- ☐ Apprenticeship and Trade
- ☐ University of Regina
- ☐ University of Saskatchewan
- ☐ University of Alberta
- ☐ Self (if copies provided, note you will be contacted by email if an address change is required (when self is chosen))
- ☐ Walk-In Service (please 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 Session 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.

7. . After all requests are added to the cart, click “Next”.

MINISTRY OF EDUCATION
Secure | https://www.s12.gov.sk.ca/transactions/transcriptrequest.jsp

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Where would you like the transcript sent?
☐ Saskatchewan Polytechnic (SIASST) (all four campuses)
☐ Apprenticeship and Trade
☐ University of Regina
☐ University of Saskatchewan
☐ University of Alberta
☐ Self (to be provided)
Note: you will be contacted by email if an address change is required (allow 4-6 weeks)
☐ 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

First Request [Remove](#)
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 [Remove](#)
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 [Remove](#)
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: +1 306-767-8528 | Fax: +1 306-767-0038 | Email: student.records@gov.sk.ca

8. Review all requests. Complete ‘Payment Method’ and ‘Declaration’ sections, and click on “Submit Request”.

MINISTRY OF EDUCATION
Secure | https://www.s12.gov.sk.ca/transactions/transcriptrequestsummary.jsp

Last Year Attended: 2017
Last Grade Completed: 12

Transcript(s) Requested Review [Edit](#)

Request 1
Postal Service - Electronic
Transcript will be sent to: Saskatchewan Polytechnic (SIASST) (all four campuses)
Transcript will be sent on: As soon as possible
Region: Canada

Total Cost

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

Payment Method

Select your Payment Method (Student and Education Services fees are accepted 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 authorizing the order number of this application.)

Once the Submit 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 Submit Request button.

[Previous](#) [Submit Request](#)

Contact | Phone: +1 306-767-8528 | Fax: +1 306-767-0038 | Email: student.records@gov.sk.ca