

## **PURPOSE:**

- Post-secondary schools need OFFICIAL transcripts from the government and school official transcripts to review your courses and marks before offering admission.
- It is recommended to complete this after you apply or have a list of schools you are applying to, so this step is not forgotten. It will cost \$25, more if you are asking for more than 10.
- Most common request: ASAP, after first semester and after second semester per institution.

# **STEPS:**

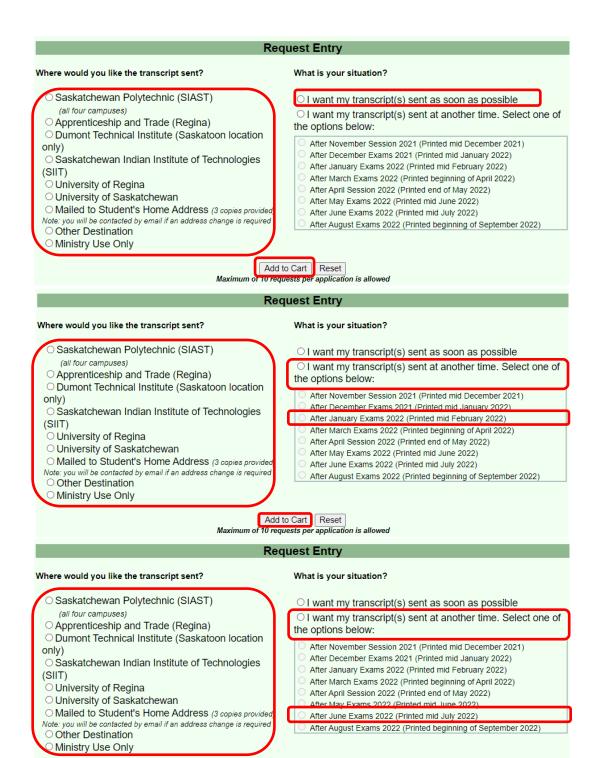
- Go to https://www.k12.gov.sk.ca/etranscript/ or google "request Saskatchewan transcript."
- Read all requirement and ensure that you have everything you need handy (email, and method of payment).
- Complete personal information (you DON'T need your student id number).
- Fill out the High School Information.

	High School Information
Last Saskatchewan School Attended: (Used for Student Verification) Last Year Attended:	Valite Obicgiate

• Fill out destination and time section.

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 sourse between August 1, 2021 and July 31, 2022? ● Yes ◯ No
If copies are required to come to your home, please select <b>Mailed to Student's Home Address</b> as one of the locations. Transcripts <b>cannot be e-mailed</b> 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 <u>student.records@gov.sk.ca</u> or by phone at 1-306-787-9525.
If you want final marks from January, choose After January exams (they are released in February).
If you want final marks from June, choose after June exams (they are released in July).

- Fill out the request entry section. REMEMBER, you can save money if you request all transcripts at once. If applying before semester 1 is one, you should request your transcript to be sent THREE TIMES.
  - ASAP, After January Exams, After June Exams



Add to Cart Reset Maximum of 10 requests per application is allowed

- Ensure that you have all the request listed that you need. THREE REQUESTS PER SCHOOL. Also, PLEASE DO NOT FORGET TO REQUEST YOUR TRANSCRIPT TO BE SENT HOME AFTER JUNE EXAMS.
- Click "Next" and check that everything is correct, proceed with payment.
- Always print or take a picture of your order and payment.

#### First Request Postal Service : Electronic

Transcript will be sent to : Saskatchewan Polytechnic (SIAST) (all four campuses) Transcript will be sent on : As soon as possible

#### Second Request Postal Service : Electronic

Transcript will be sent to : Saskatchewan Polytechnic (SIAST) (all four campuses) Transcript will be sent on : After January Exams 2022 (Printed mid February 2022) Third Request

### Postal Service : Electronic

Transcript will be sent to : Saskatchewan Polytechnic (SIAST) (all four campuses) Transcript will be sent on : After June Exams 2022 (Printed mid July 2022)

### Fourth Request

Postal Service : Regular

Transcript will be sent to : Student's Home Address(3 copies provided) Transcript will be sent on : After June Exams 2022 (Printed mid July 2022)