

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

- 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 course between August 1, 2021 and July 31, 2022? 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).

If you want final marks from June, choose after June exams (they are released in July).

Order Example

- 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

Request Entry

Where would you like the transcript sent?

- Saskatchewan Polytechnic (SIAST)
(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 2021 (Printed mid December 2021)
- After December Exams 2021 (Printed mid January 2022)
- After January Exams 2022 (Printed mid February 2022)
- After March Exams 2022 (Printed beginning of April 2022)
- After April Session 2022 (Printed end of May 2022)
- After May Exams 2022 (Printed mid June 2022)
- After June Exams 2022 (Printed mid July 2022)
- After August Exams 2022 (Printed beginning of September 2022)

Maximum of 10 requests per application is allowed

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- 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)