

Request a Student Transcript How to Obtain A Student Transcript if Bell was the last High School attended

This PDF must be printed off and filled out - please click on the following link:

http://www.ocdsb.ca/par/sr/studentRecodsDocs/Request_transcript.pdf

Once completed the student or parent can bring the form to Student Services with student identification (eg. driver's licence, passport etc) and the required fee in cash or money order.

Please note that fees and identification are required to process your request.

- \$24.00 for a transcript (plus \$5 for additional copies)
- \$24.00 for a diploma

Students are given a free copy of their transcript upon leaving Bell High School and an additional free copy may be requested within the first year of leaving.

Students currently registered at Bell can request transcripts to go to Colleges and Universities out of OCAS and OUAC free of charge or if they need one for a scholarship application. They can make the request by going into Student Services.

Please note that there can be a 5-10 business day timeline for transcript requests that are not in our current computer system. It is always helpful if you include your email address.

Questions: please call 613 828 9101 ext. 311 or 312

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Request a Student Letter

How to Obtain a Student Letter

For an official letter from Bell High School confirming your child's attendance or enrollment (eg. letters for Citizenship and Revenue Canada, Social Services etc.) there is a \$10.00 fee.

Either the parent or student can request a letter in the Students Services Office. Please advise Student Services to whom the letter is to be addressed.

The \$10 fee is cash only, please pay when picking up your letter.

Questions: please call 613 828 9101 ext. 311 or 312