

## Transcript Requests during COVID-19 extended closure

During the Covid-19 pandemic extended school closure, the Limestone District School Board is not able to complete requests for printed official transcripts. The Board can provide an emailed copy as well as a letter indicating that the transcript is an official transcript.

To request a transcript, please send an email to [OST@limestone.on.ca](mailto:OST@limestone.on.ca) with the subject line 'OST request'. You will receive an email back asking for specific information.

We will contact you through the information you provide as soon as we are able to complete your request. While we try to provide transcripts as soon as possible, you should allow for a minimum of five business days for processing. Same day, or next day, service is not possible.

### **To request your Ontario Student Transcript for applying to an Ontario college or university:**

An online high school transcript request service is available to former LDSB students who are applying to an Ontario College through the Ontario College Application Service (OCAS) or an Ontario University through the Ontario Universities' Application Centre (OUAC).

To use this service, you must:

- Be a past student of the Limestone District School Board.
- Apply to a minimum of one Ontario college or university.
- Pay the applicable application fee.

Note: You only need to request one high school transcript during the application process. Transcripts will be forwarded to all of your college/university choices.

Why use this online service?

- The college or university to which you applied will receive your transcripts faster.
- You will be able to track the status of your application and transcript request(s) online.

To order your transcript online, go to [ontariocolleges.ca](http://ontariocolleges.ca) to apply to an Ontario college and [ouac.on.ca](http://ouac.on.ca) to apply to an Ontario university.

**Please note: If you are currently attending high school within LDSB and are applying to an Ontario college through OCAS or an Ontario university through OUAC, you do not need to request your transcript using this service. Your transcript information will continue to be forwarded to OCAS or OUAC on your behalf.**

Over the course of the school year as part of its mandate to educate its students, the Limestone District School Board under the authority of the Education Act, as amended, will collect personal information about each student from both the student and his/her parent(s) or guardian(s). The information collected may be written, oral or visual. This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to other employees to carry out their job duties.

In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For more information regarding Ontario Student Records (OSR) and mandated components of these records, visit the [Ontario Student Record Guideline](#). For questions about this collection of information for the OSR, please speak to your school principal, or the LDSB Manager of Information Technology Services at 613-544-6920/1-800-267-0935.