

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".

The screenshot shows the 'Introduction' page of the 'Online Request for High School and Adult 12 Transcripts' form. The page includes sections for 'Important notes for students currently taking high school courses', 'Transcript Fees', 'Expedited delivery service', 'Payment Method', 'Transcript Delivery', and 'Electronic'. A blue arrow points to the 'Continue to High School/Adult 12 Transcript' button at the bottom of the page.

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 Fees
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.

	Alberta	Other Provinces	US	International
Priority Post	\$5	n/a	n/a	n/a
Parcel Post	n/a	\$25	\$35	\$55

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/draft/cashier's order (DO NOT send cash in the mail) made payable to the Minister of Finance to:
Student and Educator Services
Regina Centre Crossing
128 - 1601 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 128-1601 Albert Street, Regina, SK. Office hours are 9:00 am - 5:00 pm Monday - Friday. You will be required to provide a piece 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 - at our campuses)
• 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 (unless the organization) the transcript order number (provided after the request is submitted online and via email confirmation), and the date.

If you require OED or ABE please visit the following websites:
OED transcripts, please visit <http://www.oedtranscripts.gov.sk.ca/edtranscripts/website>.
ABE (10 and 15) transcripts, please visit <http://www.abetranscripts.gov.sk.ca/abetranscripts/website>.

Continue to High School/Adult 12 Transcript

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

The screenshot shows the 'Requirements' page of the 'Online Request for High School and Adult 12 Transcripts' form. The page includes sections for 'Required Information' and 'Browser requirements'. A blue arrow points to the 'Next' button at the bottom of the page.

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.

Previous Next

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

The screenshot shows the 'Personal Information Change' page of the 'Online Request for High School and Adult 12 Transcripts' form. The page includes sections for 'Name Change', 'Address Change', and a question about submitting the request. Blue arrows point to the 'Next' button at the bottom of the page.

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:
• 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 your transcript request.

Previous Next

8. 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 four last names): Smith, Brown, Martin, etc.
 Day * Month * Year * YYYY - YYYY format

Current Student Mailing Address Information

*Country: CANADA
 *Province/State: SASKATCHEWAN
 *City: Regina, SK
 *Postal Code/Zip Code: S4S 0A1
 P.O. Box:
 Street if no P.O. Box:
 For international address, please include postscript 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: 2016
 Last Grade Completed: Grade 10 * Grade 11 * Grade 12 * After 12th
 (Only format: If you attended school in 2016/2017/2018/2019/2020/2021/2022/2023/2024/2025/2026/2027/2028/2029/2030/2031/2032/2033/2034/2035/2036/2037/2038/2039/2040/2041/2042/2043/2044/2045/2046/2047/2048/2049/2050/2051/2052/2053/2054/2055/2056/2057/2058/2059/2060/2061/2062/2063/2064/2065/2066/2067/2068/2069/2070/2071/2072/2073/2074/2075/2076/2077/2078/2079/2080/2081/2082/2083/2084/2085/2086/2087/2088/2089/2090/2091/2092/2093/2094/2095/2096/2097/2098/2099/2100/2101/2102/2103/2104/2105/2106/2107/2108/2109/2110/2111/2112/2113/2114/2115/2116/2117/2118/2119/2120/2121/2122/2123/2124/2125/2126/2127/2128/2129/2130/2131/2132/2133/2134/2135/2136/2137/2138/2139/2140/2141/2142/2143/2144/2145/2146/2147/2148/2149/2150/2151/2152/2153/2154/2155/2156/2157/2158/2159/2160/2161/2162/2163/2164/2165/2166/2167/2168/2169/2170/2171/2172/2173/2174/2175/2176/2177/2178/2179/2180/2181/2182/2183/2184/2185/2186/2187/2188/2189/2190/2191/2192/2193/2194/2195/2196/2197/2198/2199/2200/2201/2202/2203/2204/2205/2206/2207/2208/2209/2210/2211/2212/2213/2214/2215/2216/2217/2218/2219/2220/2221/2222/2223/2224/2225/2226/2227/2228/2229/2230/2231/2232/2233/2234/2235/2236/2237/2238/2239/2240/2241/2242/2243/2244/2245/2246/2247/2248/2249/2250/2251/2252/2253/2254/2255/2256/2257/2258/2259/2260/2261/2262/2263/2264/2265/2266/2267/2268/2269/2270/2271/2272/2273/2274/2275/2276/2277/2278/2279/2280/2281/2282/2283/2284/2285/2286/2287/2288/2289/2290/2291/2292/2293/2294/2295/2296/2297/2298/2299/2300/2301/2302/2303/2304/2305/2306/2307/2308/2309/2310/2311/2312/2313/2314/2315/2316/2317/2318/2319/2320/2321/2322/2323/2324/2325/2326/2327/2328/2329/2330/2331/2332/2333/2334/2335/2336/2337/2338/2339/2340/2341/2342/2343/2344/2345/2346/2347/2348/2349/2350/2351/2352/2353/2354/2355/2356/2357/2358/2359/2360/2361/2362/2363/2364/2365/2366/2367/2368/2369/2370/2371/2372/2373/2374/2375/2376/2377/2378/2379/2380/2381/2382/2383/2384/2385/2386/2387/2388/2389/2390/2391/2392/2393/2394/2395/2396/2397/2398/2399/2400/2401/2402/2403/2404/2405/2406/2407/2408/2409/2410/2411/2412/2413/2414/2415/2416/2417/2418/2419/2420/2421/2422/2423/2424/2425/2426/2427/2428/2429/2430/2431/2432/2433/2434/2435/2436/2437/2438/2439/2440/2441/2442/2443/2444/2445/2446/2447/2448/2449/2450/2451/2452/2453/2454/2455/2456/2457/2458/2459/2460/2461/2462/2463/2464/2465/2466/2467/2468/2469/2470/2471/2472/2473/2474/2475/2476/2477/2478/2479/2480/2481/2482/2483/2484/2485/2486/2487/2488/2489/2490/2491/2492/2493/2494/2495/2496/2497/2498/2499/2500/2501/2502/2503/2504/2505/2506/2507/2508/2509/2510/2511/2512/2513/2514/2515/2516/2517/2518/2519/2520/2521/2522/2523/2524/2525/2526/2527/2528/2529/2530/2531/2532/2533/2534/2535/2536/2537/2538/2539/2540/2541/2542/2543/2544/2545/2546/2547/2548/2549/2550/2551/2552/2553/2554/2555/2556/2557/2558/2559/2560/2561/2562/2563/2564/2565/2566/2567/2568/2569/2570/2571/2572/2573/2574/2575/2576/2577/2578/2579/2580/2581/2582/2583/2584/2585/2586/2587/2588/2589/2590/2591/2592/2593/2594/2595/2596/2597/2598/2599/2600/2601/2602/2603/2604/2605/2606/2607/2608/2609/2610/2611/2612/2613/2614/2615/2616/2617/2618/2619/2620/2621/2622/2623/2624/2625/2626/2627/2628/2629/2630/2631/2632/2633/2634/2635/2636/2637/2638/2639/2640/2641/2642/2643/2644/2645/2646/2647/2648/2649/2650/2651/2652/2653/2654/2655/2656/2657/2658/2659/2660/2661/2662/2663/2664/2665/2666/2667/2668/2669/2670/2671/2672/2673/2674/2675/2676/2677/2678/2679/2680/2681/2682/2683/2684/2685/2686/2687/2688/2689/2690/2691/2692/2693/2694/2695/2696/2697/2698/2699/2700/2701/2702/2703/2704/2705/2706/2707/2708/2709/2710/2711/2712/2713/2714/2715/2716/2717/2718/2719/2720/2721/2722/2723/2724/2725/2726/2727/2728/2729/2730/2731/2732/2733/2734/2735/2736/2737/2738/2739/2740/2741/2742/2743/2744/2745/2746/2747/2748/2749/2750/2751/2752/2753/2754/2755/2756/2757/2758/2759/2760/2761/2762/2763/2764/2765/2766/2767/2768/2769/2770/2771/2772/2773/2774/2775/2776/2777/2778/2779/2780/2781/2782/2783/2784/2785/2786/2787/2788/2789/2790/2791/2792/2793/2794/2795/2796/2797/2798/2799/2800/2801/2802/2803/2804/2805/2806/2807/2808/2809/2810/2811/2812/2813/2814/2815/2816/2817/2818/2819/2820/2821/2822/2823/2824/2825/2826/2827/2828/2829/2830/2831/2832/2833/2834/2835/2836/2837/2838/2839/2840/2841/2842/2843/2844/2845/2846/2847/2848/2849/2850/2851/2852/2853/2854/2855/2856/2857/2858/2859/2860/2861/2862/2863/2864/2865/2866/2867/2868/2869/2870/2871/2872/2873/2874/2875/2876/2877/2878/2879/2880/2881/2882/2883/2884/2885/2886/2887/2888/2889/2890/2891/2892/2893/2894/2895/2896/2897/2898/2899/2900/2901/2902/2903/2904/2905/2906/2907/2908/2909/2910/2911/2912/2913/2914/2915/2916/2917/2918/2919/2920/2921/2922/2923/2924/2925/2926/2927/2928/2929/2930/2931/2932/2933/2934/2935/2936/2937/2938/2939/2940/2941/2942/2943/2944/2945/2946/2947/2948/2949/2950/2951/2952/2953/2954/2955/2956/2957/2958/2959/2960/2961/2962/2963/2964/2965/2966/2967/2968/2969/2970/2971/2972/2973/2974/2975/2976/2977/2978/2979/2980/2981/2982/2983/2984/2985/2986/2987/2988/2989/2990/2991/2992/2993/2994/2995/2996/2997/2998/2999/3000/3001/3002/3003/3004/3005/3006/3007/3008/3009/3010/3011/3012/3013/3014/3015/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