

Public Service Announcement

Official high school transcript request process

Start Date: April 4, 2024 End Date: August 30, 2024 Nunavut-wide

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The Department of Education would like to remind students how to request their official high school transcript, which details a student's academic record. Official high school transcripts are needed when applying for post-secondary education and are available at no cost to all Nunavut students.

To request your transcript:

- 1. Download and complete the Request for Transcript form on the <u>Department of</u> <u>Education webpage</u>.
- 2. Make sure that all information is accurate and complete. This will help avoid delays in processing.
- 3. Email completed Request for Transcript forms to studentregistrar@gov.nu.ca.

Please note courses requiring an Alberta diploma exam will not be reflected on the transcripts until after the final grades have been entered to the Nunavut Student Information System.

Applicants are advised to allow a minimum of 10 business days for processing of high school transcripts.

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