

Public Service Announcement

Official high school transcript request process

Start Date: April 3, 2025 End Date: August 31, 2025

Nunavut-wide 45 sec

The Department of Education would like to remind students how to request their official high school transcript, which details their 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 at https://www.gov.nu.ca/en/education-and-schools/student-transcripts.
- 2. Ensure that all information is accurate and complete. This will help avoid delays in processing.
- 3. Email completed Request for Transcript form to studentregistrar@gov.nu.ca.

Please note that courses requiring an Alberta diploma exam will not be reflected on the transcripts until after the final grades have been entered into 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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Media Contact:

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