

FORT LA BOSSE SCHOOL DIVISION

TITLE - **MARKS TRANSCRIPTS (STUDENT REQUESTS)*POLICY - IKFC***

Approval Date - 11/02/02

Cross Reference -

Resolution # - 51/02

Implementation - 11/02/02

Legal Reference -

Last Reviewed - 09/04/12

Student requests for mark transcripts will be subject to the following considerations:

1. The schools will accommodate such requests during the months September through June.
2. During the months of July and August requests for transcripts may be made through the Division Office.
3. There will be no cost assessed against the person requesting the transcript during the first two (2) years following graduation (or leaving the school) if the appropriate school personnel are:
 - available
 - not inconvenienced by the request
4. If the request is made three (3) or more years following graduation (or leaving school) a charge of \$5.00 per transcript (request) will be levied.
5. If the transcript request is made through the mail, an invoice for the cost will be forwarded with the transcript.
6. All income received from the issuance of transcripts will be remitted to the Division Office.

