

Fee Guide for Student Record Requests

Service	Fee
<p>Ontario Student Transcript (OST)</p> <p>Additional OST (applied for within same request)</p> <p>Note: One diploma is provided to each student once upon graduation free of charge. Diplomas are considered a keepsake, not an official record and may not be replaceable.</p>	<p>\$20</p> <p>\$5</p>
<p>Ontario School Record (OSR) copies/printouts from student information system</p>	<p>20¢ per page</p>
<p>Courier Costs</p>	<p>The costs associated with using a commercial courier to deliver OSTs or OSR records will be paid by the requester.</p>
<p>Proof of elementary school attendance for transfer to Quebec schools</p>	<p>No charge</p>

Collecting Fees and Ensuring Authorization

- Schools shall collect fees from students and parents/guardians. Principals may use discretion in collecting fees if financial hardship is demonstrated.
- Schools shall collect fees, including the cost of courier services, from lawyers. Signed authorization must be received and verified prior to providing copies.

- Schools shall not collect fees from other educational institutions, medical professionals, recruiting agencies and agencies performing education verification on behalf of former students. Signed authorization must be received and verified prior to providing copies.
- Schools shall not collect fees from law enforcement (where there is a genuine investigation with intent to lead to a court proceeding), the medical officer of health or the Office of the Children's Lawyer. Further, fees cannot be charged when responding to a court order, search warrant or subpoena. Signed authorization is not required.