

## **Transcript Requests for former students of Bluewater District School Board**

The Ontario Student Transcript (OST) is the official record of a student's academic achievement at the secondary school level in the province of Ontario. If the last high school you attended resided within the Bluewater District School Board and you require your Ontario Student Transcript, please refer to the applicable options listed below to request your transcript.

### **Option 1: To request your OST for the purpose of applying to an Ontario college through the Ontario College Application Service (OCAS):**

A new online High School Transcript Request service is available to former students of the Bluewater District School Board who are applying to an Ontario college through the OCAS (Ontario College Application Service).

#### **To use this service, you must:**

- Be a past student of the Bluewater District School Board
- Apply to a minimum of one Ontario College
- Pay the college application fee

Note: you will only need to request one high school transcript. OCAS will forward your transcript to all of your college choices.

#### **Why use this online service?**

- The college(s) to which you applied will receive your transcripts faster
- You will be able to track the status of your application and transcript request(s) online.

To order your transcript online to: **ontariocolleges.ca**

Please note: If you are currently attending high school within the Bluewater District School Board, and are applying to an Ontario college through OCAS (Ontario College Application Service), you do not need to request your transcript. Your transcript information will continue to be forwarded to OCAS on your behalf.

OR

### **Option 2: To request your OST for all other purposes:**

Call the last high school you attended, preferably during the school year. School contact information can be found on our Bluewater District School Board Web site:

<http://www.bwdsb.on.ca/schools/secschools>.

If you have any concerns about the information contained on your transcript, please contact the school directly.