

## 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 and recruiting agencies. Signed authorization must be received and verified prior to providing copies.
- Schools shall not collect fees from other educational institutions or medical professionals. 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.