

## **SECONDARY TRANSCRIPT OF MARKS & DOGWOOD GRADUATION CERTIFICATES**

### **Background**

The provincial government provides secondary schools with complete Student Transcript of Marks forms and Dogwood Certificates. The Transcript of Marks shows the standing achieved by each student graduating from the secondary school. The school and the district office are authorized to provide unofficial copies of the Transcript of Marks. The school of record is authorized to update the Transcript of Marks for students as required from time to time.

Secondary schools will provide the original Dogwood Certificate and one copy of the Transcript of Marks to current graduating students free of charge. Additional copies of the Transcript of Marks can be provided to the current graduating student at their request free of charge. Previously graduated secondary students can request additional copies of their Transcript of Marks at a charge established by the District.

### **Procedures**

1. Secondary schools shall charge former graduated students \$10 for their first copy of their unofficial Transcript and \$5 for each additional copy of the Transcript.
2. Funds received by a school from the sale of transcripts shall be retained in the school and utilized to cover the cost of postage and supplies in reproducing the transcripts.

Reference: Section 65, 85, School Act

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