

How to Obtain an Official Transcript

Official transcripts are not automatically sent to students. Students must request an official transcript for Lakehead District School Board Additional Qualification courses successfully completed. A copy of the transcript can be obtained by sending Margaret Gerry an e-mail (Margaret_Gerry@lakeheadschoools.ca) outlining the following information:

- (a) your full name and address
- (b) AQ course taken and date
- (c) your birth month and day
- (d) where the transcript is to be sent, i.e. your home address; QECO.