

Please enter the school/school board, your name and date of birth. Print the page, sign it and scan or photograph it. Please return the scanned or photographed copy to [cce@hwdsb.on.ca](mailto:cce@hwdsb.on.ca) so we can initiate your request.



*Come Learn With Us!*

CCE Red Hill Learning Centre  
300 Albright Road, Hamilton, ON L8K 5J4  
Tel.: 905.561.2190 Fax: 905.561.2582  
E-mail: [cce@hwdsb.on.ca](mailto:cce@hwdsb.on.ca)

## TRANSCRIPT REQUEST FOR NON-HWDSB STUDENTS

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DATE:

SCHOOL/SCHOOL BOARD:

FAX NUMBER:

FROM:

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Please be advised that the following student has registered into one of our programs, and we require an updated copy of his/her transcript. Please forward, at your earliest convenience, a copy of the student's transcript.

If the transcript has been sent to another school/department, please forward this request.

STUDENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

I authorize the release of my records to the Red Hill Learning Centre, or the HWDSB Assessment Centre.

STUDENT SIGNATURE: \_\_\_\_\_

If you require any additional information, please feel free to contact us at 905-561-2190.

Thank you,

A handwritten signature in cursive script that reads 'Jim Mackrory'.

Jim Mackrory  
Program Manager  
CCE Red Hill Learning Centre  
Tel: 905-561-2190  
Fax: 905-561-2582



HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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