

**E.L. CROSSLEY SECONDARY SCHOOL
GUIDANCE DOCUMENT REQUEST**

Today's date: _____

Document(s):

- Ontario Student Transcript – No. of copies
(There is no charge for students who have not graduated.
The fee for graduates is \$10.00 for first copy plus \$5.00 per additional)
- Credit Counselling Summary
- Letter of Attendance
(Please provide address in "Special Instructions" section)
- OCAS update – OCAS Ref. No.
- OUAC update – OUAC Ref. No.
- Other: _____
(Please provide details in "Special Instruction" section)

Reason:

- Co-op (Regular or Militia)
- Employment
- Financial Aid/Scholarship
- Immigration
- Post-secondary application
- Social assistance
- Transfer to another school
- Other: _____

PERSONAL INFORMATION

Surname _____ Given Name(s) _____
Previous Surname (if applicable) _____
Date of Birth _____ Month & Year last attended _____
Street address _____
City _____ Postal Code _____
Phone No. _____ Email Address _____

SPECIAL INSTRUCTIONS

Please allow at least one day for processing

OFFICE USE

Signature at pickup _____ Date _____