

How to Order a Transcript & Diploma

\$10 TRANSCRIPT

\$30 DIPLOMA

\$2.09 POSTAGE FEE (if applicable)

STEP 1: Complete the Diploma/Transcript order form

STEP 2: ** Please note: your last school attended must be J. Clarke Richardson to order a transcript from us.**

If you changed schools or attended another school like Durham Continuing Education (DCE) or Durham Alternative Secondary School **PLEASE CALL J. CLARKE RICHARDSON FIRST BEFORE SENDING THE E-TRANSFER**** There will be no refund if these funds are sent and this is not your last school attended.

Add a Complete payment via E-transfer to this email address:
jclarkerichardsoncollegiate@ddsb.ca

STEP 3: We will notify you once your diploma or transcript is ready for pick- up or you will receive your shipment via Canada Post

[Complete Diploma/Transcript order form](#)