

## Student Record Request

*Private training institutions that closed prior to 1999 were not required to retain copies of student files; therefore, Government may not be able to respond to requests for transcripts or diplomas issued prior to this date.*

### **SECTION 1: PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name while attending institution (if different than above): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

### **SECTION 2: PRIVATE TRAINING INSTITUTION INFORMATION**

Name of Institution Attended: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Start Date of Program: \_\_\_\_\_ End Date of Program: \_\_\_\_\_

Did you successfully graduate?

Yes  No

### **SECTION 3: DOCUMENT REQUESTED**

Transcript  Diploma/Certificate

Requests will be completed within 10 business days. If you require the documentation sooner, a \$30 cheque must accompany the request. The cheque should be made payable to the Newfoundland Exchequer.



**SECTION 4: DECLARATION**

I hereby certify that I have verified, to the best of my ability, the information contained in this request.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion, please email this signed request form to [PTI@gov.nl.ca](mailto:PTI@gov.nl.ca).**

**Collection, Use and Disclosure:** Personal information provided with this form is collected under authority of the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA, 2015), and will only be used for the purpose for which it was obtained or for a consistent purpose under section 69 of ATIPPA, 2015. The personal information collected will only be used and/or disclosed in accordance with sections 66 and 68 of ATIPPA, 2015.

***Access to Information and Protection of Privacy Act, 2015:*** Under ATIPPA, 2015 personal information is protected in accordance with section 64.(1); you have the right to access your personal information protected in accordance with section 8.(1); and you have the right to request the correction of your personal information protected in accordance with section 10.(1) if there has been an error or omission. You have the right to withdraw this consent at any time by contacting the Department of Education.

If you have any questions regarding how your personal information is collected or used, you may contact the ATIPP Coordinator of the Department of Education. A listing of all departmental coordinators and their contact information can be found at: [www.atipp.gov.nl.ca/info/coordinators.html](http://www.atipp.gov.nl.ca/info/coordinators.html).