



Toronto District School Board  
**Central Transcript Office**  
140 Borough Drive – Level 3

## SUMMER SERVICE

CONTINUATION OF SERVICE FOR THE  
PRODUCTION OF  
ONTARIO STUDENT TRANSCRIPTS (OSTs)  
AND/OR  
ACCESS TO ONTARIO STUDENT RECORDS (OSRs)

**JULY AND AUGUST**



### **OSTs and/or OSRs**

For general information or for specific information regarding the production of an OST and/or access to an OSR, please contact the:

**Central Transcript Office**

**140 Borough Drive – Level 3**

**Phone: 416-396-4783**

**Fax: 416-396-6713**

**E-mail: [transcript@tdsb.on.ca](mailto:transcript@tdsb.on.ca)**

**Monday – Friday from 8:30-4:00**  
(working remotely to fulfil requests)

Please complete our Request for Transcript Form and attach a copy of your government issued signed photo ID and either a VISA or MasterCard number. For your convenience, the Request for Transcript Form is posted on [www.tdsb.on.ca](http://www.tdsb.on.ca) under the link [Get your Transcript](#).

Please email or fax your completed form with a copy of government issued photo ID and payment to the Central Transcript Office