

Instructions for Former Grads/Students Requesting Transcripts:

You can request official copies of transcripts from Grand Forks Secondary School by phone or mail. We require the following information:

1. Full name (if you have changed your name since you attended, we need the name you went by while you were at GFSS)
2. Year you graduated or last attended
3. Name and address of institution you wish us to send your transcript
4. Your phone number in case we need to call to request further details
4. Fee of \$4.00 per transcript (if ordering multiple transcripts **at the same time**, it is \$4.00 for first copy and \$1.00 for each additional copy) if we are mailing to post secondary institutions. The fee for a pick up is \$2.00.

We do not have credit card payment or Interac so if you are unable to come in and pay personally please send a cheque payable to GFSS for the fee.