

LIMESTONE DISTRICT SCHOOL BOARD  
*Bayridge Secondary School*

HEATHER HIGHER  
PRINCIPAL

STEVEN WARD  
VICE-PRINCIPAL

MOLLY SLATE  
VICE-PRINCIPAL



CARRIE MOORE  
HEAD OF STUDENT SERVICES

BRAD BAKER  
SCHOOL COUNCIL CHAIR

MARGARET BERRIDGE  
OFFICE MANAGER

1059 Taylor-Kidd Boulevard, Kingston, Ontario K7M 6J9  
Telephone: (613) 389-8932 or FAX (613) 389-3135 email: [bayss@limestone.on.ca](mailto:bayss@limestone.on.ca)

## Transcript Request Form

Date Requested: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

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

### Method and Fee of transcript to be sent / picked-up:

\_\_\_\_ Pick Up Copy No Charge

\_\_\_\_ Pick Up Official \$5.00

\_\_\_\_ Email Copy    Email address: \_\_\_\_\_ No Charge

\_\_\_\_ Fax Copy    Fax Number: \_\_\_\_\_ No Charge

\_\_\_\_ Mailed Official    Address: \_\_\_\_\_ \$5.00

\_\_\_\_\_  
\_\_\_\_\_

*Colleges and Universities accept ONLY official transcripts sent directly from the school.*

Cheques made payable to *Bayridge Secondary School*. Please include the name of the person on the transcript on the notes line of the cheque. **When the fee has been received, the transcript will be sent.** Cash payments can be made in Student Services from Monday to Friday, 7:30-3:00.

Please forward any questions to [harringtonm@limestone.on.ca](mailto:harringtonm@limestone.on.ca)

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For Office Use Only:

Date Transcript Sent: \_\_\_\_\_ Signature: \_\_\_\_\_