



SAINT JOHN HIGH SCHOOL

An International Baccalaureate School

170 Prince William Street, Saint John, N.B. E2L 2B7

Tel. 506-658-5358

Fax 506-658-3745

www.sjhigh.ca

Founded 1805

SJHS Transcript Request Process: 2018-2019

The Saint John High School Transcript Request form can be found in the guidance center or printed from the school website under the student drop down. Once the request form has been completed, please return the form to guidance and place it in the send transcript filing cabinet. Official transcripts will be sent by Mr. Whelton, and Mr. Robertson each Friday. Please do not request transcripts from the administrative assistants.

If you are applying to colleges and universities outside of Atlantic Canada, students are required to provide postage and an envelope. Please be sure to allow a minimum of 7-10 days for mail correspondence outside Atlantic Canada.

Sincerely,

Mr. Michael Whelton & Mr. Todd Robertson