



# PORTAGE COLLEGE

Box 417 Lac La Biche, AB T0A 2C0  
1-866-623-5551

You must download this file to your desktop before filling it out

## DOCUMENT REQUEST

Please submit via email to: [info@portagecollege.ca](mailto:info@portagecollege.ca)

STUDENT ID: \_\_\_\_\_

NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

ANY OTHER NAME WHILE IN COLLEGE: \_\_\_\_\_

YEAR YOU ATTENDED: \_\_\_\_\_

\*EMAIL ADDRESS\*: \_\_\_\_\_

\*An email address is **required**, as transcripts are accessible via MyCreds.ca

Portage College will no longer send transcripts by mail, it is the student's responsibility to share the document through MyCreds.

### DOCUMENTS REQUESTED

- Parchment
- Transcript – unofficial
- Transcript – official

Please note, there is an \$10.00 fee for each **\*official\*** transcript **payable through MyCreds.ca**

**\*Please do not submit payment to Portage College\***

*If you have an outstanding balance on your account, we are unable to process your request.*

STUDENT  
SIGNATURE:

DATE  
REQUESTED: