



**St. Clair Catholic**  
District School Board



September 2022-August 2023

## **Transcript Request – Online Payment Instructions**

Please contact Mrs. Kelly Pamerter if you wish to request a transcript at [kelly.pamerter@sccdsb.net](mailto:kelly.pamerter@sccdsb.net) or by calling (519) 332-3976 ext: 20421.

This service is for students **NO LONGER ATTENDING** our high school.

We have a \$10.00 per copy Transcript Fee. The fee covers the cost of retrieving your transcript information and mailing it to the required destination(s). After the receipt of funds, the Student Services Department will process your request.

There is no fee for an electronic version of a transcript.

Click on the following link to begin the payment process:

<https://sccdsb.schoolcashionline.com/Fee/Index>



St. Patrick's Catholic High School  
1001 The Rapids Parkway  
Sarnia ON N7S 6K2  
519-332-3976 [st-clair.net/sph](http://st-clair.net/sph)