



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

May 4, 2020

**TO: Superintendents
Secretary-Treasurers**

**FROM: Darren Thomas
Risk Manager**

RE: DISTRIBUTION OF HIGH SCHOOL REPORT CARDS, DIPLOMAS & TRANSCRIPTS

In anticipation of students requiring their transcripts, report cards and diplomas for such things as admission into post-secondary endeavors, please find some guidelines for safe distribution.

For those students requiring hard copies of their documents (transcripts, diplomas), each school should set up either a mail out or scheduled pick up as necessary. In order to reduce the numbers of visitors coming to the schools, the mail out option should be the first consideration if feasible. Similar to locker belonging pick-ups, schools can schedule students (or pre-approved designates with ID) to arrive at staggered times to ensure compliance with social distancing.

Divisions should be in contact with students who may require these documents and be made aware of time restrictions to request these documents ahead of time to ensure timely arrival or pickup options.

Normal requirements for report cards should be distributed by mail. Divisions have the option to email if so desired. Physical pick-ups should only be done as a last resort.

(Distribution and return procedures for report cards are also locally determined - https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf - Page 41)

Yearbooks can be handed out starting in September for returning students. For students not returning, please make arrangements to send out or pick-up as per the guidelines above.

Thank you.