



REQUEST FOR STUDENT RECORDS

- Mail or email your completed order form with valid government picture identification to the address listed above.
If you graduated within the last 5 years, or left school within the last 3 years, your permanent school records will be held at the last school you attended. Please contact the school directly.
Orders will be available for pick up or will be mailed within two weeks.
During winter/summer vacation periods, it may take longer to process requests.

Form fields for First Name, Middle Name, and Current Legal Last Name.

First Name Middle Name Current Legal Last Name

Form field for Your Name When You Attended School

Your Name When You Attended School

Contact Number and Email form fields

Birthdate and Last K-12 School Attended form fields

dd/mm/yyyy

DID YOU GRADUATE? No Yes Year You Graduated

Did you enroll in one of the following after secondary school? GROW 100 Mile GROW Williams Lake

PHOTO IDENTIFICATION IS REQUIRED. PLEASE INCLUDE A COPY OF ONE OF THE FOLLOWING:

Driver's License BC ID Other:

ARE YOU REQUESTING YOUR TRANSCRIPT OR PERMANENT STUDENT RECORD (PSR): (see back of form for descriptions)

TRANSCRIPT PERMANENT STUDENT RECORD (PSR)

EMAIL COPY IS REQUIRED EMAIL ADDRESS RECORDS TO BE SENT TO:

NUMBER OF HARD COPIES REQUIRED: I WILL PICK UP

Third Party Pick up: (if applicable) Name: Applicant's Initials:

(Must present their photo ID)

SEND MY RECORDS BY MAIL

Secondary Address (Such as College or University Admissions)

Form fields for Name, Address, City, Prov/State, Postal Code/Zip for both primary and secondary addresses.

SIGNATURE: DATE:

Signature is mandatory pursuant to Section 33 (c) Freedom of Information and Protection of Privacy Act

FOR OFFICE USE ONLY

Date Received: by:

Date Processed: by:

Date Mailed/Picked Up: Date Emailed:

A **Permanent Student Record (PSR)** Card is a listing of a student's entire academic record for grades K-12. The PSR Card provides a complete record of courses taken, achievement records (excluding provincial exams), absences, schools attended, and graduation status.

You may wish to request your PSR for the following reasons:

- To document marks from courses that do not appear on your transcript (most transcripts only show results from grades 11 and 12)
 - To confirm your attendance at a school
 - To help confirm the language of instruction
 - To document any other information about your program of instruction
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A **transcript** is an official document that shows your secondary school marks and credits in a British Columbia Graduation Program. It is a listing of a student's academic record relating to a BC Graduation Program, which includes courses completed successfully, grades earned, honours received, and graduation status.

The Ministry sends transcripts to all Grade 12 and adult education program students in public schools at the end of July, regardless of graduation status.

Schools and post-secondary institutions designated by students on Post-Secondary Institution Choices Forms also receive an official printed or electronic copy.

Current Students

The Cariboo-Chilcotin School District secondary schools can provide transcripts for current, and former students, until that individual reaches the age of 22. Please contact the last school attended or registered at for more information.

Inactive Students

Official Transcripts, Graduation Certificates and GED records can be obtained from the Ministry of Education and Child Care.

Any questions or concerns about ordering official documents from the Ministry of Education and Child Care can be emailed to studenttranscripts@gov.bc.ca

If you require College or University records, you must contact those institutions to obtain those records.