

Transcripts – How do I find them?

Student Records are kept in the last school attended by the student in British Columbia. Depending on the level of schooling completed will determine what records are available and what records are required to be kept.

Did you graduate?

- **Yes**
 - **What school did you graduate from?**
 - Schools in BC are required to keep your **Transcript** for 55 years.
 - Please provide the school with legal First, Middle, Last name along with birthdate.
- **No**
 - No **Transcripts** would have been generated. **Transcripts** are only for those students who have graduated from high school.
 - You will need to ask for a copy of your **Permanent Student Record Card** from the last school you attended.
 - This record card will show schools attended, courses taken and marks achieved.

You can also order Transcripts from the Ministry of Education.

More information can be found at: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

Note: The Ministry does not have transcripts for the years 1974-1985.

Businesses wishing to verify graduation completion can find more information with the Ministry of Education at: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates> under “Businesses Ordering Transcripts”