



REQUEST FOR BC PERMANENT SCHOOL RECORD

- Complete and sign this form and email to transcripts@sd61.bc.ca, with government issued photo ID, or bring it in to our office during business hours.
- If you are under the age of 21, your BC Permanent School Record will be held at the last school you attended. Ask for the records clerk.
- All records are kept in the district that the student last applied. For example: if a student attended a school outside that of the Greater Victoria School District and then made application to SJ Willis for upgrading, the student record will have been sent to that school/district upon application acceptance even if there was no attendance. This does not apply to post-secondary institutions. We store transcripts from GVSD No. 61.
- You will be asked to show/include photo ID with your request for a BC Permanent School Record or attach a copy of photo ID when you submit this form via mail or email. Copies of photo ID will be destroyed once verification has been made. If a third party is picking up the student record, that person must also present photo ID at the time of pick up. **YOU WILL BE NOTIFIED WHEN REQUEST HAS BEEN PROCESSED FOR PICKUP.**
- The cost for a certified school record is \$10.00 for one copy, \$5.00 for the second copy and \$2.00 for any additional copies. Photocopies are free of charge. We accept money orders or cheques for certified orders (for mail out) but cash only at the district office for pick up. Cheques are to be made out to: **Greater Victoria School District No.61.**
- In accordance with our Regulation 5125.1 *Student Records*, please note that your B.C. Permanent School Record may have been edited so that only essential information relating to your identity and educational achievement is released.

ORDER INFORMATION

Name:
First Middle Last Previous Surname

Phone number: Secondary Phone: Email:

Birthdate: Last School Attended: Last Year Attended:
mm/dd/yyyy

Did you attend any of the following after secondary school? (Please check any that apply):

Continuing Education SIDES West Shore Learning ILC (formerly Storefront)

Number of copies required: Non-Certified Certified

PICK-UP / DELIVERY

I will Pick-Up Email: _____
 Third Party Pick-Up Name: _____

Forwarding Address

Name:
 Address:
 City, Prov./State:
 Postal Code / Zip:

Secondary Address (such as College or University Admissions)

Facility/Company:
 Attention:
 Address:
 City, Prov./State:
 Postal Code / Zip:

Additional Comments

SIGNATURE REQUIRED

PAYMENT

Cash Cheque Money Order

For Office Use Only			
Receipt Number _____	Amount \$ _____	Date Issued: _____	(M--E-PU)
Type of ID _____	Name on ID _____	Employee Verification _____	