



Greater Victoria School District No.61
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone: 250.475.4207 Email: transcripts@sd61.bc.ca

REQUEST FOR BC PERMANENT STUDENT 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 Student 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 (GVSD) 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 only store transcripts from GVSD No. 61.
- You will be asked to show/include photo ID with your request for a BC Permanent Student 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 student 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.**
- GVSD prepares the Permanent Student Record in adherence with the BC Ministry of Education and Child Care's Permanent Student Record Instructions.

ORDER INFORMATION

Name:

FirstMiddleLastPrevious 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 _____