**TRANSCRIPTS**

**GRADS** - Please note that there are instructions on how to access your transcript on our website at:

<https://vichigh.sd61.bc.ca/wp-content/uploads/sites/26/2019/07/Student-Transcripts.pdf>

**Obtaining Past School Records**

**What is a BC Permanent School Record?**

A Permanent Student Record Card is created for each student in BC. The student record is established and maintained by the schools and includes the student’s progress through every grade.

The student record follows the student from elementary to middle to high school. The last school a student attends or graduates from holds on to these cards until the year the student turns 21.  At the age of 21, the PR Card is then transferred to the School District of the school you last attended.

If you have attended or applied for any other school after being in our district, your records could be located at that institution.

**How to obtain your PR Card?**

Please fill out the [**Request Form**](https://www.sd61.bc.ca/wp-content/uploads/sites/91/2019/04/New-Request-for-Transcript-of-Permanent-School-Records-electronic-copy-rev-Apr-2019-docx.pdf) and attach a legible copy of government issued photo ID. Upon completion, email request to [transcripts@sd61.bc.ca](mailto:transcripts@sd61.bc.ca)

You will be notified when it is ready for pick-up from the School District Office. Please allow up to two weeks for processing.

**Fees**

A non-certified copy of your record is provided at no charge. Fees apply for certified copies. Fees are as follows:

* $10 for one copy,
* $15 for two copies, and
* $2 for each subsequent copy

Payment and government issued photo ID must be received prior to records being released.

Fees may be paid by cheque, cash or money order and made payable to **Greater Victoria School District #61**

If you need any further information, please call transcripts at 250.475.4207.