



Instruction to request transcripts


Studenttranscripts.gov.bc.ca

Johnathan Academy

Register for *StudentTranscripts*


Register for the *StudentTranscripts* Service

Register for StudentTranscripts

 Welcome Christie Foster.
You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.

* Indicates a required field

Student Information you use(d) in your School of Record
Please ensure that your student information you enter matches the information at your school of record.

Personal Education Number (PEN) *
  Don't have a PEN?

First Name *

Middle Name

Last Name *

Date of Birth (dd/mm/yyyy) *

Contact Information
Please ensure your contact information is correct and up to date in order to receive email about your StudentTranscript Services account.

Email *

Phone Number

Tip: PEN, First Name, Last Name and email are mandatory fields and must be correctly entered to avoid delays

Authorize Data Collection

Read the Data Collection to complete the process.

Collection Notice

The StudentTranscripts application collects personal information for the purposes of verification to authorize you to access your own student records or in some cases, where automated access is not possible, to retrieve and/or mail your student record information. This information is collected by the Ministry of Education under section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, please contact:

Transcripts Administrator
PO Box 9886 Stn Prov Govt
Victoria B.C. V8W 9T6
studenttranscripts@gov.bc.ca

Submit

Cancel

Email Verification

An email confirmation will be sent to activate registration.

Activate your Education Account Inbox x



noreply.studenttranscripts@gov.bc.ca
to me ▾

Sej

Hello,

You recently created a StudentTranscripts registration with the Ministry of Education.

To complete the registration process we need to verify your identity. To do this we need to link your BCeID account to your StudentTranscripts account.

To finish this process you need to:

1. [Activate StudentTranscripts Registration](#)
2. Then login with your BCeID username and passwords to StudentTranscripts

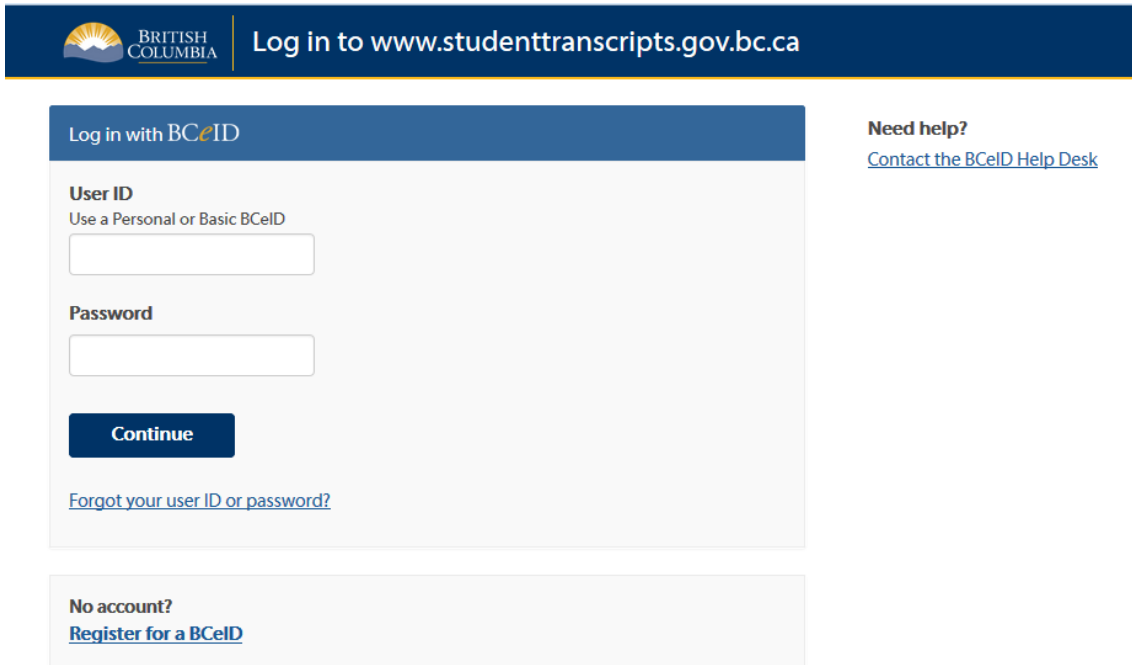


If the above link doesn't work, please paste this link into your web browser's address field:

Click on link to link the newly created BCeID to the students STS account.

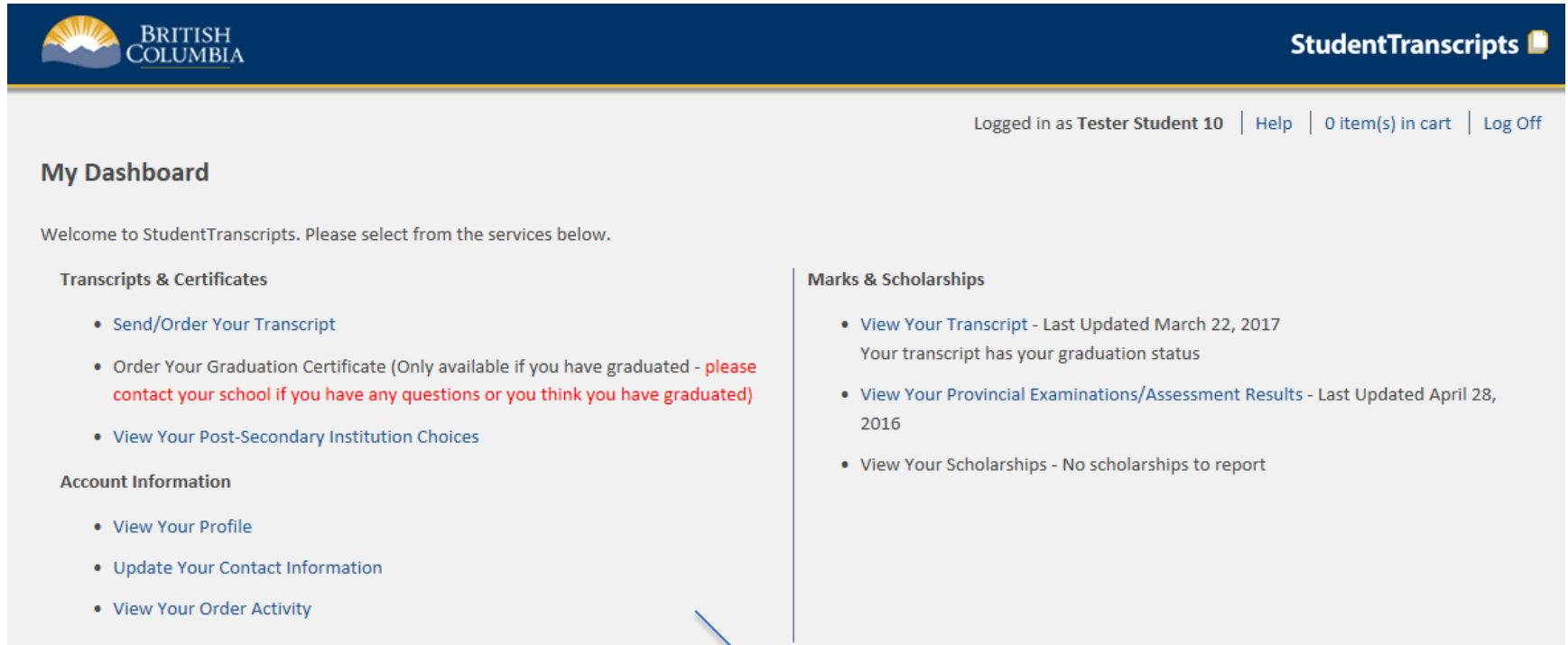
Logon with the BCeID


Read the Data Collection to complete the process.



The screenshot shows a login interface for the website www.studenttranscripts.gov.bc.ca. At the top, there is a dark blue header with the British Columbia logo and the text "Log in to www.studenttranscripts.gov.bc.ca". Below this is a white login box with a blue header that says "Log in with BCeID". Inside the box, there are two input fields: "User ID" (with the instruction "Use a Personal or Basic BCeID") and "Password". A blue "Continue" button is positioned below the password field. A link "Forgot your user ID or password?" is located at the bottom of the login box. To the right of the login box, there is a "Need help?" section with a link "Contact the BCeID Help Desk". At the bottom of the page, there is a "No account?" section with a link "Register for a BCeID".

Student Dashboard



BRITISH COLUMBIA StudentTranscripts 

Logged in as **Tester Student 10** | [Help](#) | [0 item\(s\) in cart](#) | [Log Off](#)

My Dashboard

Welcome to StudentTranscripts. Please select from the services below.

Transcripts & Certificates

- [Send/Order Your Transcript](#)
- [Order Your Graduation Certificate](#) (Only available if you have graduated - **please contact your school if you have any questions or you think you have graduated**)
- [View Your Post-Secondary Institution Choices](#)

Account Information

- [View Your Profile](#)
- [Update Your Contact Information](#)
- [View Your Order Activity](#)

Marks & Scholarships

- [View Your Transcript](#) - Last Updated March 22, 2017
Your transcript has your graduation status
- [View Your Provincial Examinations/Assessment Results](#) - Last Updated April 28, 2016
- [View Your Scholarships](#) - No scholarships to report

Main Student Dashboard following authentication and authorization

Johnathan Academy

Send/Order your Transcript



[< Back to My Dashboard](#)

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

Questions about the collection of this information should be directed by email to:

Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC V8V 2X2

I consent

Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- [Send Transcript](#)

Send your transcript to an employer(s), yourself, or anyone

- [Send an Electronic Transcript \(by PDF download\)](#)
- [Send a Printed Transcript \(by mail\)](#)

Privacy consent
activates links below

Send Transcript to PSI

Send PDF Transcript or
Send Printed Transcript

Step 1 – Search for PSI

Step 1 – Search for PSI

- Select different search options – i.e. province

Send Copy of Transcript to University, College or Other Post-Secondary Institution

Steps:

1: Select Institution 2: Choose Send Option 3: Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List Search by Name

Canadian Institutions International Institutions

Province:

Available Institutions

- UNIVERSITY OF NORTHERN BC
- UNIVERSITY OF THE FRASER VALLEY
- VANCOUVER 12 FIELD AMBULANCE
- VANCOUVER ACADEMY OF DRAMATIC ARTS
- VANCOUVER ACADEMY OF MUSIC
- VANCOUVER ACTING SCHOOL
- VANCOUVER ANIMATION SCHOOL
- VANCOUVER CAREER COLLEGE (ABBOTSFORD)
- VANCOUVER CAREER COLLEGE (BURNABY)
- VANCOUVER CAREER COLLEGE (COQUITLAM)
- VANCOUVER CAREER COLLEGE (KELOWNA)
- VANCOUVER CAREER COLLEGE (SURREY)

move to list >

< remove to list

Selected Institutions

- ACADEMY OF LEARNING
- UNIVERSITY OF VICTORIA

Go to Next Step >

Select one or more institutions

Choosing information to go to PSIs

Choose Send Option

Students can choose how they want to send their transcript to the post-secondary institutions they have selected; *note the delivery method is dependent on the Post-Secondary Institution.*

Currently the defaults are set to:

- **Send final marks when they are available:** displayed when the post-secondary institution only receives printed copies of transcripts; your final marks will be mailed in July
- **Send interim and final marks when they are available:** interim marks are sent electronically in May and final marks are sent electronically in July. This option will only be displayed for current students and is not available to former students.

Choose Send Options for University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution 2: Choose Send Option 3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

ACADEMY OF LEARNING
699 VICTORIA STREET, KAMLOOPS, BC, CA, V2C2B3

Send my printed transcript now. [Help?](#)

Send Final Marks when they become available. [Help?](#)

UNIVERSITY OF VICTORIA
PO BOX 3025, VICTORIA, BC, CA, V8W3P2

Send my printed transcript now. [Help?](#)

Send Interim and Final Marks when they become available. [Help?](#)

< Previous Step [Go to Next Step >](#) [Cancel Request](#)

If the student wants to ‘send my printed transcript now’, then they will need to change their selection from the current default button.

'Send options' to PSIs

Choose Send Options for University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

ACADEMY OF LEARNING

699 VICTORIA STREET, KAMLOOPS, BC, CA, V2C2B3

- Send my printed transcript now. [Help?](#)
- Send Final Marks when they become available. [Help?](#)

UNIVERSITY OF VICTORIA

PO BOX 3025, VICTORIA, BC, CA, V8W3P2

- Send my printed transcript now. [Help?](#)
- Send Interim and Final Marks when they become available. [Help?](#)

< Previous Step

Go to Next Step >

Cancel Request

Step 2 – Choose send option

The screenshot shows the 'StudentTranscripts' website interface. At the top left is the British Columbia logo. At the top right, it says 'StudentTranscripts' with a small icon. Below the header, it indicates the user is logged in as 'Tester Student 10' and provides links for 'Help', '0 item(s) in cart', and 'Log Off'. A blue button labeled '< Back to My Dashboard' is on the left. The main heading is 'Choose Send Options for University, College or Other Post-Secondary Institution Selections'. Below this, a progress bar shows three steps: '1: Select Institution', '2: Choose Send Option' (which is highlighted), and '3: Confirm & Add to Cart'. The current step is 'Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.' Two institution options are listed: 'ACADEMY OF LEARNING' and 'UNIVERSITY OF VICTORIA (UVIC)'. For each, there are radio button options for sending transcripts. For the University of Victoria, a yellow highlight is under the 'Send Interim and Final Marks when they become available' option, and a text box explains that interim marks will be sent electronically in May and final marks in July. Two blue callout boxes on the right provide additional context: one points to the 'Send Final Marks when they become available' option for the Academy of Learning, stating it's for institutions that receive printed transcripts; the other points to the 'Send Interim and Final Marks when they become available' option for the University of Victoria, stating it's for institutions that receive the TRAX electronic batch file.

BRITISH COLUMBIA

StudentTranscripts

Logged in as Tester Student 10 | Help | 0 item(s) in cart | Log Off

< Back to My Dashboard

Choose Send Options for University, College or Other Post-Secondary Institution Selections

Steps:

- 1: Select Institution
- 2: Choose Send Option
- 3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

ACADEMY OF LEARNING
102 - 5623 IMPERIAL STREET, BURNABY, BC, CA, V5J1G1
604-568-9686

- Send my printed transcript now. [Help?](#)
- Send Final Marks when they become available. [Help?](#)

UNIVERSITY OF VICTORIA (UVIC)
PO BOX 3025, VICTORIA, BC, CA, V8W3P2

- Send my printed transcript now. [Help?](#)
- Send Interim and Final Marks when they become available. [Help?](#)

Interim marks will be sent electronically in May, and Final marks will be sent electronically in July.

Options available for institutions that receive printed transcripts

Options available for institutions that receive the TRAX electronic batch file

Step 3 – Confirm and add to cart

The screenshot shows the 'StudentTranscripts' website interface. At the top left is the British Columbia logo. At the top right, it says 'StudentTranscripts' with a notification icon. Below the header, it indicates the user is logged in as 'Tester Student 10' and has '0 item(s) in cart'. A blue button labeled '< Back to My Dashboard' is visible. An informational message box contains an 'i' icon and the text 'Exam session in progress'. The main heading is 'Confirm University, College or Other Post-Secondary Institution Selections'. Below this, a 'Steps:' section shows three steps: '1: Select Institution', '2: Choose Send Option', and '3: Confirm & Add to Cart', with the third step being the active one. A message below the steps reads: 'Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your Shopping Cart order is completed.' The main content area shows details for 'DOUGLAS COLLEGE' with a 'Remove' link. The address is 'PO BOX 2503, NEW WESTMINSTER, BC, CN, V3L5B2'. A paragraph explains that an electronic copy of the transcript will be sent and that the institution can request updates. Below this is a preview of the transcript, which includes the text 'UNOFFICIAL TRANSCRIPT OF GRADES' and 'Graduation Program 2004'. Two blue callout boxes are overlaid on the image: one on the right side pointing to the 'Exam session in progress' message, and another at the bottom right pointing to the transcript preview.

BRITISH COLUMBIA

StudentTranscripts

Logged in as Tester Student 10 | Help | 0 item(s) in cart | Log Off

< Back to My Dashboard

i Exam session in progress

Confirm University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution 2: Choose Send Option **3: Confirm & Add to Cart**

Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your Shopping Cart order is completed.

DOUGLAS COLLEGE Remove
PO BOX 2503, NEW WESTMINSTER, BC, CN, V3L5B2

This institution will be sent an electronic copy of your transcript and will be able to request transcript updates, until the date specified in the previous step, immediately after you confirm and checkout. Below is the course information that will appear on the transcript that will be sent. If there are problems with your course information, please contact your school.

UNOFFICIAL TRANSCRIPT OF GRADES
Graduation Program 2004

Informational message area to warn students of any exam marks that may not yet be complete

Preview of Transcript prior to sending