

# ALL ABOUT TRANSCRIPTS

## What is a Transcript?

- A Transcript is an official listing of your high school grades.
- It shows your **grade 10, 11 & 12 courses, marks, and credits.**
- A transcript is needed in order to apply to Post-Secondary institutions.
- Universities and Colleges will determine if you have the required pre-requisite courses and grades for their programs, based on your Transcript.
- First you must apply to the Post-Secondary institution of your choice, and then send your transcript over to them.

## Fact:

- Even if you don't plan on pursuing post-secondary studies, you are still required to download your final transcript of grades from the Ministry of Education website [www.StudentTranscripts.gov.bc.ca](http://www.StudentTranscripts.gov.bc.ca)
- **Official transcripts of final grades are no longer being mailed home once you graduate.** The only way to access your final transcript of grades is by creating an account through the [Student Transcript Services](#).
- Also, please note that your MyEd account will shut down once you graduate, so you will not have access to your marks after you graduate!! (Hint: you should save your report cards as PDFs right when they are published). Report cards are only available during the current school year.

## How to register:

1. Register and create an account on [www.StudentTranscripts.gov.bc.ca](http://www.StudentTranscripts.gov.bc.ca).
2. View the [How to register for a BCeID](#) and [How to order/send your transcript](#) video links for step-by-step instructions.

3. When sending your Transcript to the Post-Secondary of your choice, make sure you **leave the default selection** when choosing the delivery method. **DO NOT** change to "Send my printed transcript now" as your final marks will not be showing!!!
4. All Universities and Colleges in BC require students to electronically send their Transcripts via the [StudentTranscripts](#) account.
5. You can send up to 25 FREE transcripts while you're still in High School.
6. Registering for your account is a one-time requirement. Once registered, you log in with your UserName and Password.
7. This website works best on a Laptop or Desktop, NOT a cellphone!

### Did you know...

- Grade 12 students can make up to 25 free Post Secondary Institution (PSI) selections in the Student Transcripts Services (STS) portal. They are also entitled to order one free printed transcript (by mail) after graduation, which can be sent to any address they choose. All other transcript orders in STS (including PDF transcripts) are \$10 each.

### Important Reminder about Authorizing Select PSIs to Retrieve Transcripts Updates:

- If a student's selected PSI is capable of receiving ongoing electronic updates (i.e., XML transcripts), the student should choose the second option to ***"Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below."*** To ensure there are no issues with their PSI application process, it is also recommended that they leave the authorization period set to the default date of one year.

### Help Resources:

- Detailed STS help videos and documentation are available through [StudentTranscripts Service Help Documentation](#).