

If you/your child requires school transcript information prior to the issuing of Ministry of Education official transcripts at the end of July, please contact the school between July 3 and July 6. The school office will close at end of day Friday, July 6 and will reopen Monday, August 20.

The Ministry of Education mails official transcripts, which will include provincial exam marks, near the end of July to the mailing address currently on file at the school. If you would like more information regarding transcripts, or to order extra copies, please see the Ministry of Education website [School Transcripts](#). Students will need to create an account using their PEN number, which can be found on their report card.

Important information for students applying to Post-Secondary Institutions (PSI)

If you are applying to Post Secondary Institutions, you have until July 13 to select the PSIs you would like your transcript sent to; your official transcript will be sent electronically to the schools you specify.

Admission offers may be delayed or denied if students do not authorize the release of their transcript data. For more information, please check out the following:

<http://www.bced.gov.bc.ca/bulletin/20180615/psiselectionslink1.pdf>