



Grade 12 Transcript Order Form

Each university has unique transcript requirements. It is **your responsibility** to find out exactly what each university needs. Two commonly requested documents are:

- **TRANSCRIPT** – ONLY includes final marks for completed courses (Gr. 10, 11, & completed 12 courses)
 - Transcripts can be **ordered online or downloaded as a PDF** through your BCeID account
- **MOST RECENT TERM REPORT CARD**
 - Report cards can be **viewed and downloaded as a PDF** from the MyEd Student Portal.

PLEASE READ AND COMPLETE THIS CHECKLIST BEFORE YOU REQUEST YOUR TRANSCRIPTS:

- I have confirmed the specific format my University requires (it will be print OR PDF, but not usually both)
 - **Note: the only time you should really be requesting PDF copies from the office is if there are **errors or outstanding marks**. Otherwise, your documents can be downloaded and uploaded directly by the student through your BCeID account**
- I have double-checked my Transcript through my BCeID account and my Report Card on the MyEd Student Portal. **There are NO outstanding marks and/or errors. I have confirmed this with my counsellor.**
- Due to the very time consuming nature (and high demand) of transcripts, I confirm that I am only ordering transcripts for schools which have specifically requested print transcripts and/or report cards

YOUR NAME: _____ **YOUR EMAIL:** _____ **STUDENT #:** _____

STUDENT SIGNATURE: _____ **COUNSELOR SIGNATURE:** _____

1. School Name: _____

Transcript: <input type="checkbox"/> Include Gr. 8 & 9 marks? <input type="checkbox"/> Include most recent report card: <input type="checkbox"/>	Date Requested:	Format required
	Date Completed: OFFICE USE ONLY	

2. School Name: _____

Transcript: <input type="checkbox"/> Include Gr. 8 & 9 marks? <input type="checkbox"/> Include most recent report card: <input type="checkbox"/>	Date Requested:	Format required
	Date Completed: OFFICE USE ONLY	

2. School Name: _____

Transcript: <input type="checkbox"/> Include Gr. 8 & 9 marks? <input type="checkbox"/> Include most recent report card: <input type="checkbox"/>	Date Requested:	Format required
	Date Completed: OFFICE USE ONLY	