

Date: November 8, 2019

Title: TRAX Update: Post-Secondary Institution Selections Using the StudentTranscripts Service

Distributing Transcripts to Post-Secondary Institutions:

The Ministry of Education distributes transcript information to post-secondary institutions (PSIs) following the selection of a PSI by a student in the StudentTranscripts Service (STS). Distribution occurs through a variety of mechanisms. For PSIs with XML data transfer capabilities, transcripts will be sent throughout the year. For PSIs on the electronic batch process, interim transcript information will be sent in early May, and final year-end transcript information distributed in late July.

How to Use the StudentTranscripts Service:

Students can access the StudentTranscripts Service at the new [Transcripts & Certificates website](#). To get started, students will pick the type of student they are (for example, current student, former student or returning user). They will then select 'Order' which is found on the top right corner or left tab and then select 'Register' to create a Basic BCeID account to access their transcript information.

Students must create a Basic BCeID account to access their information. Students need only complete their PSI selections once in the current school year. Students may add to their selections at any time up through July 10, 2019. Students may make up to 25 selections free of charge within six months after completing their last course. After six months, students will be charged \$10 per transcript, payable on the StudentTranscripts Service.

More Information on the StudentTranscripts Service:

Please encourage your Grade 12 students to review the three how-to videos including "Registering for a BCeID and Accessing the StudentTranscripts Service," and [other service help documentation available on Order Transcripts & Certificates website](#).

Information posters that provide sign up instructions for the StudentTranscripts Service are available [for students](#) and [for counsellors](#). In addition, [detailed instructions on the steps to send a transcript to a PSI](#) are available for consultation.

A [StudentTranscripts Service PowerPoint for school counsellors](#) is available for download.

Questions:

If you have questions, please email: StudentTranscripts@gov.bc.ca
(Offshore schools with questions, please contact: Offshore.Administrator@gov.bc.ca)
