

## REQUEST FOR BC PERMANENT STUDENT RECORD

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- Complete and sign this form and email to [transcripts@sd61.bc.ca](mailto:transcripts@sd61.bc.ca), with government issued photo ID, or bring it in to our office during business hours.
- If you are under the age of 21, your BC Permanent Student Record will be held at the last school you attended. Ask for the records clerk.
- All records are kept in the district that the student last applied. For example: if a student attended a school outside that of the Greater Victoria School District (GVSD) and then made application to SJ Willis for upgrading, the student record will have been sent to that school/district upon application acceptance even if there was no attendance. This does not affect (Jatt61 c 0-0.0)

• [Redacted]

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• [Redacted]