

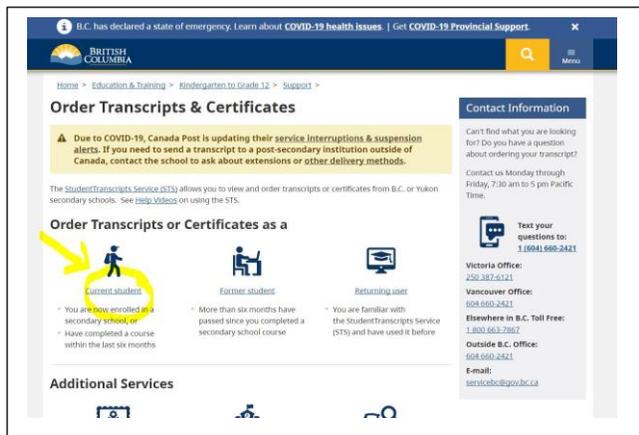
# How to Order Transcripts

**NOTE:** You must have your PEN (Personal Education Number) for this process. You can find it on any report card or contact Ms. McClenahan at 604-939-4522 OR [smcclenahan@sd43.bc.ca](mailto:smcclenahan@sd43.bc.ca) .

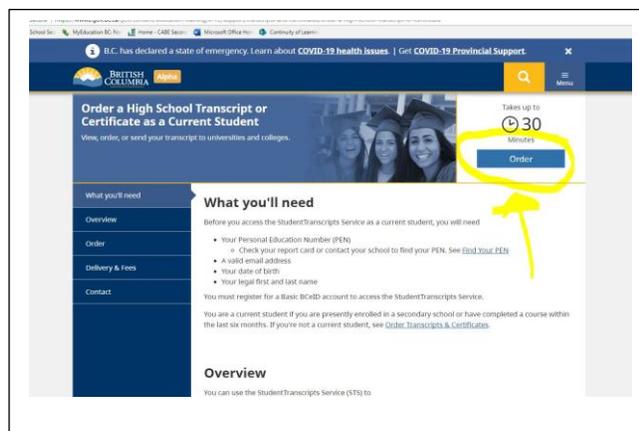
1. Click on the following link:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

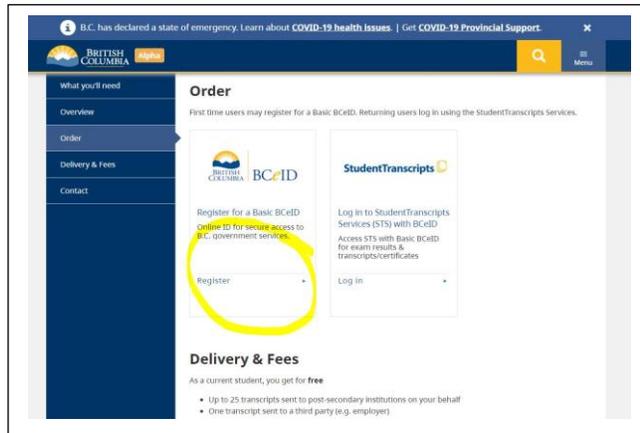
2. Click on **Current Student**.



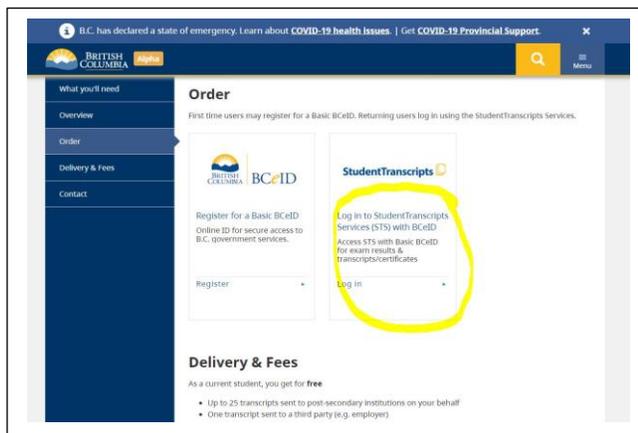
3. Click on **Order**.



4. If you do NOT have a BCeID, you will have to register for one.



5. If you DO have a BCeID, click here.



6. Follow all directions and please make sure to save your user names and password somewhere safe.