

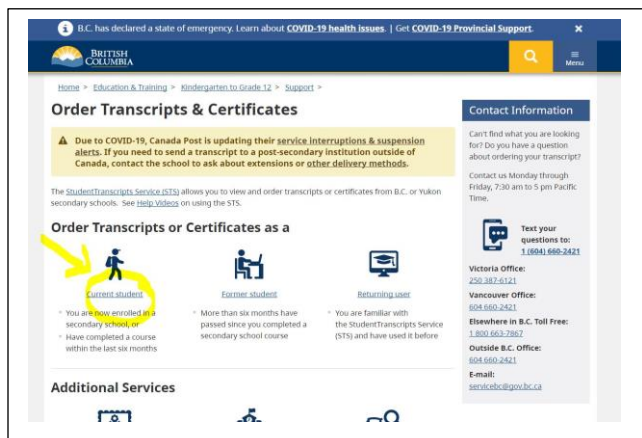
How to Order Transcripts

NOTE: You must have your PEN (Personal Education Number) for this process. You can find it on any report card.

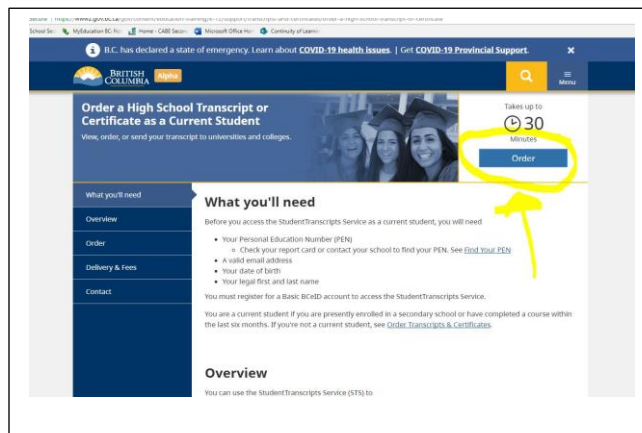
1. Click on the following link:

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

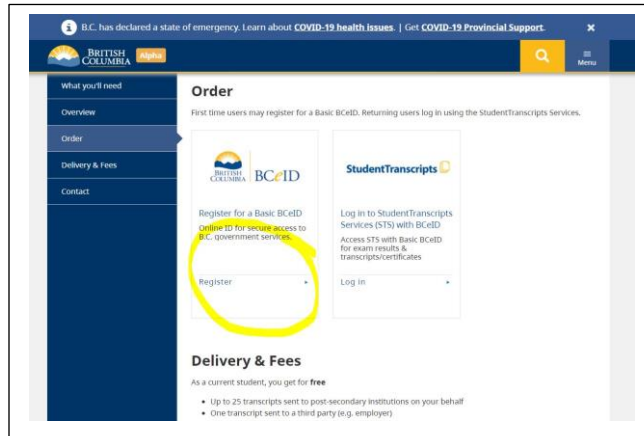
2. Click on **Current Student**.



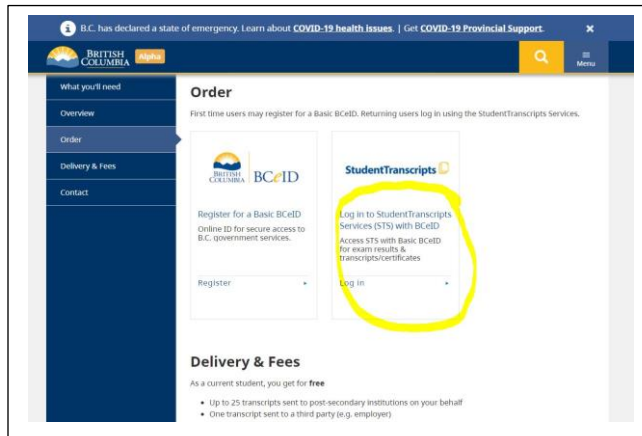
3. Click on **Order**.



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.