

SCHOOL DISTRICT NO. 38 (RICHMOND) SCHOOL TRANSCRIPTS

Obtaining Copies of a Transcript

Students who are currently enrolled in a Richmond **public** school may obtain copies of their transcript from their school. Students who graduated or withdrew from a Richmond **public** school prior to the current school year may apply to the Richmond School Board for copies of their transcript.

Note: We do not have transcripts for students who attended a Richmond private school or another school outside Richmond.

How to Request a Transcript

A transcript can be requested either by mail or in person. To request a transcript by mail, students may send a letter or the attached transcript request form to the following address:

Richmond School Board
Attn: Student Records
7811 Granville Avenue
Richmond, BC V6Y 3Y3

To request a transcript in person, students may drop by our office, Monday through Thursday (8:30 a.m. – 4:30 p.m.), and fill out the transcript request form. **We do not accept transcript requests by phone or fax.**

Transcript request forms must include the student's legal name when enrolled in school, birth date, school of graduation or last school attended, year of graduation or withdrawal, and the student's signature.

How to Obtain a Transcript on the Same Day

On Friday mornings **only** between 8:30 and 11:45 a.m., students may drop by our office and upon arrival, complete the transcript request form and wait to have it processed immediately. Transcripts during this time are done on a first-come, first-serve basis and usually take 10 to 15 minutes to process.

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Who can Request and Pick-up a Transcript

Students are allowed to request and pick-up a copy of their own transcript without identification. A family member can request and pick-up a transcript for another family member but photo ID is required. A student may give written permission to a friend to come in to our office and request and pick-up a transcript on their behalf. Photo ID is also required from the friend.

When is a Transcript Processed?

Transcripts received by mail and in person throughout the week are processed on Friday mornings.

When is a Processed Transcript Available?

Transcripts requested for mail-out will be sent out on Friday afternoons. Transcripts requested for pick-up will be available for pick-up on Friday as of 9:00 a.m.

What is the Cost of a Transcript?

The cost is \$5.00 for each mailed or picked up transcript. Payment can be made by cash or money order payable in Canadian funds to the Richmond School Board. **We do not accept payments by personal cheques, interac or credit cards.** Payment must be submitted with the transcript request form.

SCHOOL DISTRICT NO. 38 (RICHMOND) – STUDENT RECORDS

7811 Granville Avenue, Richmond, BC V6Y 3E3 Canada

REQUEST FOR SCHOOL RECORDS

Transcript Fee - \$5.00 Per Copy (PAYMENT BY CASH OR MONEY ORDER ONLY)

DATE: _____

Legal Surname (Last Name) _____	Legal Given Name (First Name) _____
Usual/Maiden Surname _____	Usual Given Name _____
Present Address _____	Phone No. _____
_____	Birthdate _____ Year/Month/Day

TRANSCRIPT OF ACADEMIC RECORDS

Last Secondary School Attended In Richmond (*Full Time*): _____
Year Graduated _____ or Year Withdrawn _____ Last Grade Attended? _____

Have you completed any *additional courses (Continuing Education and/or Correspondence – Do Not include College or University Courses)* since graduating/withdrawing from school? No ___ Yes ___
IF YES, please attach the final report card to this form (not required if you have previously submitted to the STUDENT RECORDS DEPARTMENT - RICHMOND SCHOOL BOARD)

TOTAL # OF COPIES _____ # of Sealed Copies: _____ # of Unsealed: _____

MAILING INSTRUCTIONS Copies will be picked up OR Mailed to:

University, College or Home Address. Please indicate **complete** address below.

AUTHORIZATION TO RELEASE INFORMATION

Authorization is hereby given to the Richmond School Board to forward a transcript or verification of my school records as indicated above.

Signature Date OR See Attached Letter

FOR OFFICE USE ONLY	
Amount Received \$: _____	PAYMENT MADE BY: Cash <input type="checkbox"/> Money Order <input type="checkbox"/>
Date Processed: _____	