

Quick Reference Guide: Transcript Verification Reports

The purpose of this guide is to assist schools in reviewing student Transcript Verification Reports (TVRs). TVRs are for verifying records reported to the Ministry TRAX system by schools and confirming a student's graduation or completion status.

Student Summary Information



Ministry of Education and Child Care

Transcript Verification Report

1 Last Updated: 2024-04-22
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This document is for verifying records reported to the Ministry TRAX system by schools and confirming a student's graduation or completion status. It is not a report card or transcript alternative.

Student Information 2	
Name: LAST NAME FIRST NAMES	
PEN: 123456789	DOB: Mmm DD, YYYY Local ID: Citiz: Cdn or Perm Res
School of Record 3	Program Information 4
12345678 - SCHOOL NAME	Program Code: 2023 Grade: 12
	Career Program(s):

1. **Last Updated:** Date the TVR report was last run for the student in the Ministry system.
2. **Student Information:** Legal name, birthdate, and local ID in the PEN Registry when TVR was last run. Citizenship is what was last reported to TRAX by the school.
3. **School of Record:** School responsible for submitting data to TRAX for the student.
4. **Program Information:** Program of study and grade level reported by the school. Participation in Career Program may be listed with focus area codes.

Projected Graduation Status

Student Graduation or Completion Status 1
Based on the information provided by the school, this student should be able to graduate on the Graduation Program 2023 with honours.

Student Graduation or Completion Status 2
Based on the information provided by the school, this student cannot satisfy the requirements for the Graduation Program 2023.

Student Graduation or Completion Status
Based on the information provided by the school, this student has graduated in the Graduation Program 2023 with Honours.
Graduation Date: May 2024. Graduation School: SENIOR SECONDARY SCHOOL. 3

1. **Projected to Graduate:** Student will meet graduation requirements if they finish all in-progress courses or assessment registrations submitted by the school to TRAX.
2. **Not Projected to Graduate:** Student is missing required course or assessment registrations.
3. **Graduated:** Student completed all required courses and assessments and has graduated.

Course Activity

Course Name ¹	Course Code ²	Session Date ³	Course Type ⁴	Interim % ⁵	Final %	Final Letter Grade	Credits ⁶	Grad Req ⁷	Credits Used
ACTIVE LIVING 12	ACLV 12	2023/06		95	95	A	4	17	4
ANATOMY AND PHYSIOLOGY 12	ATPH 12	2022/06		97	97	A	4	19, 9	4
CALCULUS 12	CALC 12	2023/06		94	94	A	4	7	4
CHEMISTRY 11	CH 11	2022/06	C	97	97	A	4	17	4
CHEMISTRY 12	CH 12	2023/06		97	97	A	4	19, 17	4
CAREER-LIFE CONNECTIONS	CLC	2023/06		96	96	A	4	13	4
CAREER-LIFE EDUCATION	CLE	2022/06		96	96	A	4	12	4
COMPOSITION 10	CMPS 10	2023/06	E	100	100	A	2	1	2
ENGLISH FIRST PEOPLES 12	ENFP 12	2024/06		99			4	3, 14	4
ENGLISH STUDIES 12	ENST 12	2024/08		100			4		0

- Course Name:** Title and grade level of the course (descriptive names). TVRs list student's courses by course name in alphabetical order.
- Course Code:** Ministry (TRAX) course code for the course. Course codes contain the grade level of the course, where applicable. Find TRAX course codes in the [Course Registry](#).
- Session Date:** Year and month in which the student completed or is expected to complete a course.
- Course Type:** Indicates when credits are granted through an equivalency (E) or challenge (C) process. See [TRAX Data Submission Guide: Course Equivalency and Challenge](#).
- Interim %, Final % and Final Letter Grade:** Interim and final percentages and letter grades are listed as reported by the school. See [Indicators and Their Meanings in Chapter 6 of the B.C. Graduation Program Handbook of Procedures](#).
- Credits:** Total credit value of the course session.
- Grad Req and Credits Used:** Each Grad Req number corresponds with a graduation requirement (see [transcript legend information](#)) that is met or will be met upon successful completion (Grad Req will appear in bold font if the course is still in progress). Some courses can meet more than one requirement. For example, ENFP 12 may meet both Language Arts 12 and the Indigenous-focused requirements, per the example above.

Credits Used applies to the Grad Req column. If there is no number under Grad Req, then no credits are used towards graduation. If there is a Grad Req number, then Credits Used will show the number of available credits that were used toward the requirement.

Provincial Graduation Assessments

Assessment Name ¹	Assessment Code ²	Session Date ³	Score ⁴	Grad Req ⁵
Literacy 10 Assessment	LTE10	2022/04		
Literacy 10 Assessment	LTE10	2022/06	1	15
Literacy 12 Assessment	LTE12	2024/01		
Literacy 12 Assessment	LTE12	<i>Future or current date</i>		18 ⁶
Numeracy 10 Assessment	NME10	2021/11	1	16

- Assessment Name:** The full name of the Provincial Graduation Assessment.
- Assessment Code:** The Ministry Provincial Graduation Assessment code.
- Session Date:** Ministry session dates (year/month).
- Score:** See the Assessment Score Values legend at the bottom of the TVR.

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5. **Grad Req:** Corresponds with a graduation requirement (see [transcript legend information](#)) that the student has met or will meet upon successful completion of the assessment.
6. **Note about Assessment Grad Req projections and Current or Future Session Dates:** If the student is pre-registered, that registration will *project* the successful completion of the applicable graduation requirement until the results are released. The Grad Req will appear in bold font.

Frequently Asked Questions

What is the difference between the TVR and the DVR?

The TVR is a Ministry report that reflects school data submissions sent to the Ministry via the SSW. The Diploma Verification Report (DVR) is a school-based document that is only available in the school's student information system. If the TVR does not list the same courses or enrollments as listed on the DVR, schools should take the following steps:

1. Ensure data has been uploaded via the SSW
2. Check the SSW error reports (usually available within a couple of hours of submission)
3. Review the updated TVR (available the next day)
4. If the issue persists, contact your Level 1 / system support

Why does the DVR show that the student has met all grad requirements, but the TVR does not?

The Ministry is responsible for verifying and certifying graduation status. Follow the steps above to ensure the two documents are in sync. If the discrepancies continue or further support is required, contact Student.Certification@gov.bc.ca.

I uploaded new data files via the School Secure Web (SSW) yesterday. However, the Last Updated date hasn't changed for many student TVRs. Why is this?

Individual TVRs are only run after a data submission for changes applied to a particular student (e.g., new interim or final mark or new course registration etc.).

Schools should check their data error reports to correct any errors and re-upload to TRAX. If the issues remain unresolved, schools should first contact the Level 1 support for the school database and, if necessary, TRAX.Support@gov.bc.ca.

I enrolled a new student and uploaded data to TRAX, why do they have a TVR but no transcript?

TVRs list all completed and current enrollments while transcripts list only successfully completed courses and completed assessments. The school must upload at least one course with a final mark to produce a transcript.

Why are there multiple entries for a course or graduation assessment on the TVR?

This happens for a number of reasons:

1. The student may have registered to take or retake the course at another school (e.g., online).
2. The School of Record is set to [Append data status](#) in TRAX. If the duplicate course is not impacting the student's transcript or XML transcript data, they can be ignored on the TVR.
3. The student has been registered for multiple assessment sessions through school data submissions. Schools should register students only for the session and assessment that the students intend to write.