

## B.C Certificates and Transcripts: School Distribution Guide

This guide provides information regarding the distribution of student credentials to schools and districts. Credentials are generally distributed every month or as part of the year-end distribution (see [Credential and Transcript Distribution Schedule](#) on next page).

### Monthly Distributions

The following documents are included in monthly distributions to schools:

- **Graduation certificates** for any student who met the associated program requirements since the last distribution (monthly or year-end). These documents should be signed by the principal and **distributed to the student** by the school.
- **School Completion certificates (Evergreen)** for any student who met the associated program requirements since the last distribution run date. These documents should be signed by the principal and **distributed to the student** by the school.
- **Transcripts of Grades** for all students who were issued a new credential in the monthly distribution. These are **school copies** for those schools that opt to include this document in the [Permanent Student Record](#).

### Year-End Distribution

The following documents are included in distributions to districts or schools:

- **Graduation certificates** for any student who met the associated program requirements since the last monthly distribution (early June). These documents should be signed by the principal and **distributed to the student** by the school.
- **School Completion certificates (Evergreen)** for any student who met the associated program requirements since the last monthly distribution. These documents should be signed by the principal and **distributed to the student** by the school.
- **Transcripts of Grades** for all students who were issued a new credential in the year-end distribution. These are **school copies** for those schools that opt to include this document in the [Permanent Student Record](#).
- **Updated Transcripts of Grades** for **current, previously graduated** students with transcript changes (e.g., new assessment activity or new data reported by the school). These are **school copies** for schools that opt to include this document in the [Permanent Student Record](#).

### Non-Graduation Transcript Distribution

Transcripts for non-graduates are now sent separately, in mid-September, after the submission of summer marks and any data corrections are made for the previous school year.

- **Transcripts of Grades** for current students who were reported in Grade 12 in a graduation program (or AD if on the Adult program) but **did not graduate** and are presumed to be leaving the K–12 system. These are **school copies** for schools that opt to include this document in the [Permanent Student Record](#).

## Credential and Transcript Distribution Schedule

Each distribution (except for the Non-Grad Transcript distribution) includes credentials for all students who have met graduation requirements since the last distribution took place.

### TRAX/GRAD Reporting Year 2023/2024

Target Run Date*	Run Type	Delivered to	Estimated Delivery Time
Nov 2, 2023	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Dec 1, 2023	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Jan 2, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Feb 1, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Mar 1, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Apr 2, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
May 1, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Jun 3, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
<b>JUNE DISTRIBUTION DEFERRED UNTIL YEAR-END (see <a href="#">Chart of Important Dates</a>)</b>			
Jul 29 – Aug 2, 2024	Year-End	OSRs (Offshore) Schools (Independent, First Nations) <b>School Districts (Public)</b>	1 to 3 weeks
Sept 3, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks
Sept 16, 2024	Year-End Non-Grad Transcripts	OSRs (Offshore) Schools (Independent, First Nations) <b>School Districts (Public)</b>	2 to 3 weeks
Oct 1, 2024	Monthly	Schools / OSRs (Offshore)	2 to 3 weeks

\*These are target dates, which may vary by 2-3 business days. Significant delays will be communicated.

## Questions

### How do students obtain their transcripts?

B.C. students place their secondary school transcript orders through the [StudentTranscripts Service](#).

The transcript copies that are mailed to schools are not intended for distribution to students. Current students (including those who have completed a course within the last six months) can order one free printed transcript to be mailed to any third party (including themselves) of their choosing. They may also make up to 25 Post-Secondary Institution (PSI) selection orders for free. More details are available on the [Post-Secondary Institution selection web page](#).

### A recent graduate needs their original certificate before the estimated delivery date. How can they obtain one?

Most Post-Secondary Institutions only require the transcript, which includes a student's graduation status (students order transcripts using the [StudentTranscripts Service](#)). [The B.C. Authentication Program](#) also provides [K-12 education document authentication services](#) for students pursuing education or employment opportunities overseas. If these options don't work, the school may submit an ad hoc certificate request for graduated students to [Student.Certification@gov.bc.ca](mailto:Student.Certification@gov.bc.ca).

Last Updated: May 2024

## How can schools obtain updated transcripts for withdrawn students?

The year-end distribution of updated Transcripts of Grades for previously graduated students with transcript changes (e.g., new assessment activity or new data reported by the school) is now limited to currently enrolled students. Transcript updates for withdrawn students (e.g., manual updates made through the TRAX Data process) are no longer automatically printed and mailed to the school. However, schools wishing to obtain an updated copy for the student's PSR can retrieve a digital version from the [School Secure Web](#) (available under *Student Transcript Preview by Individual PEN*).

## Why are transcripts for non-graduates not sent until September?

Many students that appear on Not-Yet Graduated reports in early August have activity or reporting pending and may graduate within the next couple of months (e.g., through summer course activity or data corrections sent by the school). To prevent these transcripts from being prematurely printed and mailed, non-graduation transcripts are now sent later, in mid-September.

Schools and districts wishing to monitor non-graduates should do so using the Not-Yet Graduated reports by school that are available through the [School](#) and [District](#) Secure Webs. These reports are updated nightly, making them more current than the distribution reports that accompany printed transcripts.

### Additional Questions?

Please contact [Student.Certification@gov.bc.ca](mailto:Student.Certification@gov.bc.ca)