Date: May 31, 2019

Title: Student Post-Secondary Institution (PSI) Selections

Grade 12 students are encouraged to visit the StudentTranscripts Service website before **July 12, 2019** to make their PSI selections. Admission offers may be delayed or denied if students do not authorize the release of their transcript data.

For Students: StudentTranscripts Service
Students can access the StudentTranscripts Service at: www.studenttranscripts.gov.bc.ca/. To get started, they must first create a Basic BCeID account to access their transcript information.

Help videos, including "Registering for a BCeID and Accessing the StudentTranscripts Service," are available on the website. For other help documentation, visit https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/studenttranscripts-services-help.

Students need only complete their PSI selections once in the current school year. Students may add to their selections at any time up to **July 12, 2019**. Students may make up to 25 selections free of charge within six months after completing their last course. After six months, students will be charged $10 per transcript, payable on the StudentTranscripts Service.

To select their PSIs, students must login to the StudentTranscripts Dashboard and under *Transcripts & Certificates,* select *Send/Order Your Transcript.* Students locate their desired PSIs from the list and select (dependent on the PSI's current process) the *option to "Send interim and final marks when they are available"* or *"Send final marks when they are available."*

More detailed instructions for the StudentTranscripts Service are available here:
https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/studenttranscripts-services-help/my-dashboard#9-2

Student Name Confirmation
Students should ensure that the name that will appear on their transcript matches the name they provide in their applications to post-secondary institutions. A student can check their first and last names as reported to the Ministry on their Unofficial Transcript of Grades, found on the StudentTranscripts Service website.

Can't Find a PSI?
If a specific PSI is not available on the StudentTranscripts Service website, please send an email, with the name and address of the PSI you wish to see added, to: Student.Certification@gov.bc.ca.

For Schools: PSI Selections – Student Summary Report

Schools may use the *PSI Selections – Student Summary Report* to identify students who are applying to a post-secondary institution but have not yet given the Ministry of Education permission via the StudentTranscripts Service website to release their transcript information to PSIs. It can also be used to confirm the PSIs students have selected. The Student Summary Report shows:

- Each student in your school who has made one or more 2019 PSI selections to date (where a student chose to send interim and/or final marks when they are available).
- Each current Grade 12 and Grade "AD" (Adult graduating) student who has **not** made any 2019 PSI selections to date.

This report is updated weekly until mid-July.

Schools may access this PDF report by logging into the **School Secure Web**:
www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. Once logged in, this PSI Selections Student Summary Report is accessed by clicking on the "Post-Secondary Reports" link.

Beginning in April, interim student marks, as well as students' PSI selections, will appear on the Transcript Verification Reports (TVRs) on the School Secure Web.

More Information and Reference

A StudentTranscripts Service Overview document for school counsellors is available for download from https://www.bced.gov.bc.ca/exams/trx_updates/.

Questions:

If you have questions, please email: StudentTranscripts@gov.bc.ca
(Offshore schools with questions, please contact: Offshore.Administrator@gov.bc.ca)