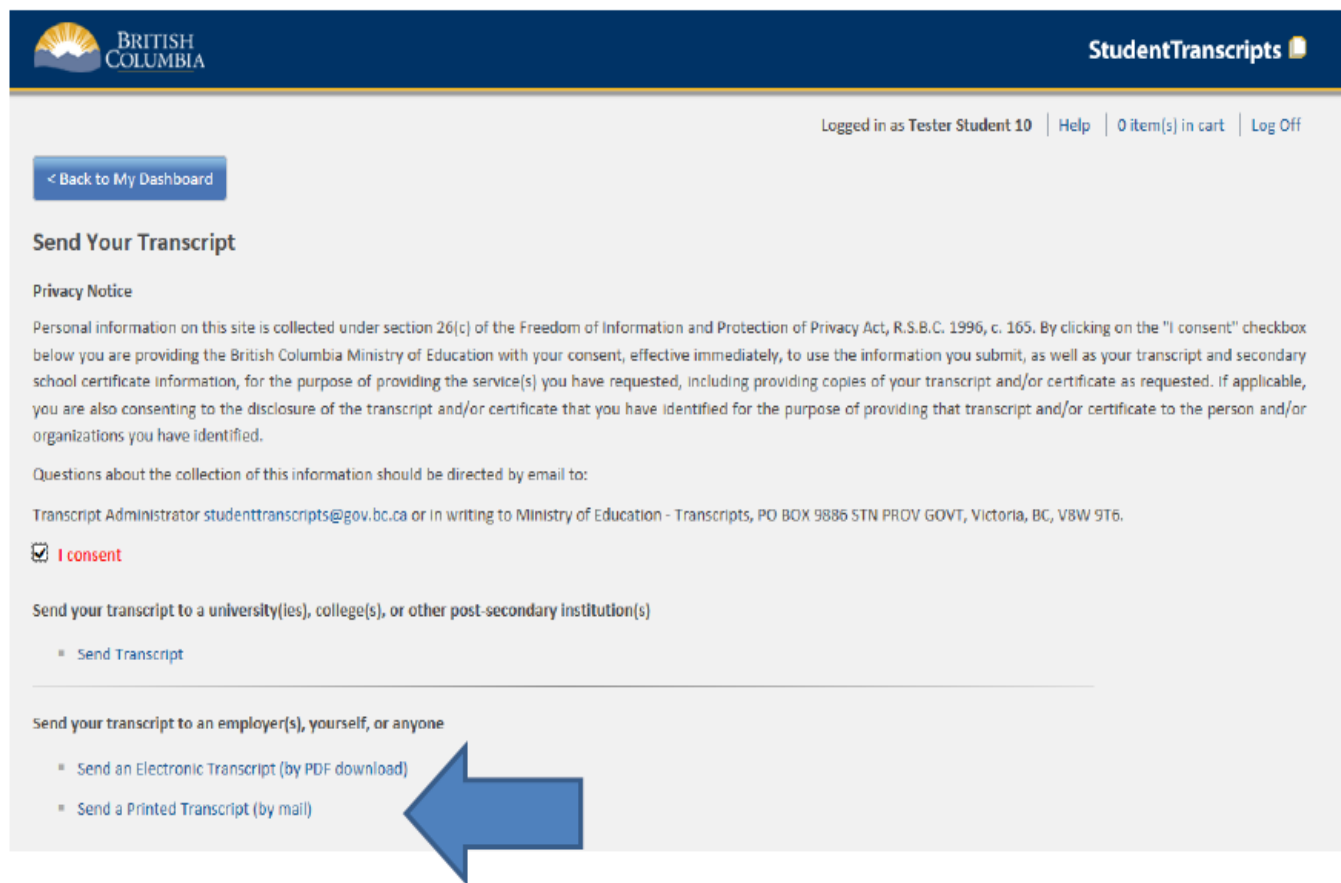


HOW TO ACCESS FINAL MINISTRY TRANSCRIPT

- Grade 12's receive one free transcript after graduation. Starting September 2018, the BC Ministry of Education will no longer automatically mail this transcript home.
- A free transcript will be available for students to order and mail home from the StudentTranscriptsService (STS) on the BC Ministry of Education website.
- Instructions on how to access the STS are on the KSS website: http://kssgradtransitions.weebly.com/uploads/2/4/4/1/24415270/student_transcript_services_for_students.pdf
- Once on the STS, students need to click on "Send a Printed Transcript (by mail)" – See screenshot below:



The screenshot shows the 'StudentTranscripts' website interface. At the top left is the British Columbia logo. At the top right, it says 'StudentTranscripts' with a user icon. Below the header, it indicates 'Logged in as Tester Student 10' with links for 'Help', '0 item(s) in cart', and 'Log Off'. A blue button labeled '< Back to My Dashboard' is visible. The main heading is 'Send Your Transcript'. Below this is a 'Privacy Notice' section with text explaining data collection under the Freedom of Information and Protection of Privacy Act. A checkbox labeled 'I consent' is checked. There are two sections for sending transcripts: 'Send your transcript to a university(ies), college(s), or other post-secondary institution(s)' with a radio button for 'Send Transcript'; and 'Send your transcript to an employer(s), yourself, or anyone' with radio buttons for 'Send an Electronic Transcript (by PDF download)' and 'Send a Printed Transcript (by mail)'. A large blue arrow points to the 'Send a Printed Transcript (by mail)' option.