



St. John's Academy
 395 West Broadway, Vancouver BC, V5Y 1A7
 Tel: 604-683-4572 Fax: 604-683-4679

Transcript Request Form

Last Name: _____ First Name: _____
 Birthdate: _____ PEN: _____
 Phone No.: _____ Email: _____
 Home Address: _____

Type of document:

Official Transcript No. of Copies _____
 School Transcript No. of Copies _____
 Report Card No. of Copies _____ Terms: _____
 Midterm Final

Choose From the Following Services

	Regular Service (5 business days)	Express Service (Next business day)
Official Transcript	\$ 30	\$ 50
It is recommended that students use the online service provided by the Ministry of Education to order official transcripts. The student must register BCeID with PEN. Official transcripts will be sent to universities and colleges directly.		
School Transcript	\$ 30	\$ 50
School Transcript will show all courses taken in SJIS including failed grades, and transferred courses from the previous school		
Report Card (Current Student)	\$ 20	\$ 50
Report Card (Previous Student)	\$ 50	Not Available
Expedited Shipping	Domestic = \$50	International = \$70
Payment MUST be made at the time the request is submitted. The processing fee in the above table is only for the first copy, additional copies are \$5 each.		

Pickup Method

Hold for pick-up Mail to my address above Scan to my email above
 Send to alternative address or email: _____
 Send to University (*Documents will be stamped, sealed, and mailed directly to universities*)

School Name: _____ Reference No.: _____

Address: _____

STUDENT SIGNATURE _____ **DATE** _____

For Office Use Only

Receipt No.: _____ Accountant: _____

Completed by: _____ Completion Date: _____