



# ST. JOHN'S ACADEMY

## SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC  
Tel: 250-220-4888. Email: info@stjohnsacademy.ca

### Transcripts Request form

#### 1. Student information

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ PEN: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Home Address: \_\_\_\_\_

#### 2. Type of Transcripts

- Official Transcripts No. of Copies \_\_\_\_\_  
 School Transcripts No. of Copies \_\_\_\_\_  
 Report Card (Please Specify): No. of Copies \_\_\_\_\_ Terms: \_\_\_\_\_

#### 3. Choose From the Following Services

	Regular Service - PDF File (5 Business days)	Express Service – PDF file (Next business Day)
<b>Official Transcripts</b>	<input type="checkbox"/> \$30	<input type="checkbox"/> \$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.		
<b>School Transcripts</b>	<input type="checkbox"/> 20	<input type="checkbox"/> \$50
School Transcript will show all courses taken in SJASL including failed grades, and transferred courses from the previous school		
<b>Report Card (Current Student)</b>	<input type="checkbox"/> \$20	<input type="checkbox"/> \$50

#### 4. Pick up Method

- Send to Email  
 Mail to my address  Domestic \$50  International \$70  
• Mailing Address \_\_\_\_\_  
 Mail to my University (Documents will be stamped, sealed, and mailed directly to universities)  
• **School Name** \_\_\_\_\_ • **Reference No.** \_\_\_\_\_  
**School Address** \_\_\_\_\_

Parent (Student) Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Note	_____	
Receipt No:	_____	Date: _____
	Accountant (Sign)	
Completed by	_____	Date: _____
	Registrar	

Revised June 2022