

## REQUESTING COPIES OF TRANSCRIPTS

### How do I Obtain a Certified Copy of my Transcript?

Students who graduated from Kwalikum Secondary School prior to the current school year may request a transcript using one of the following methods:

By Mail: Kwalikum Secondary School  
Counseling Department  
PO Box 1000  
266 Village Way  
Qualicum Beach, BC V9K 1T3

By Email: [sbrown@sd69.bc.ca](mailto:sbrown@sd69.bc.ca)  
Please put in the Subject Line: "Transcript Order"

By Phone: 250-752-5651, extension 133

In Person: Kwalikum Secondary School  
Counseling Office  
266 Village Way  
Qualicum Beach, BC  
Monday – Friday: 9:00 am – 2:00 pm

### What Information is Required to Obtain my Transcript?

When requesting a transcript please include the following information:

- Legal Last Name at the time of graduation
- Graduation Year
- Birth Date
- Include the year of any upgraded courses after graduation

### Who can Request and Pick-Up a Transcript?

Students are allowed to request and pick-up a copy of their own transcript without identification. A family member can request and pick-up a transcript for another family member but photo ID is required. A student may give written permission to a friend to come

in to our office and request and pick-up a transcript on their behalf. Photo ID is also required from the friend.

### **When is a Processed Transcript Available?**

Transcripts requested for mail-out and/or for pick-up will be available 24 hours after the request has been made.