

**THIS IS A REQUIREMENT TO GRADUATE AND MUST BE
RETURNED TO THE CAREER CENTRE NO LATER THAN
THURSDAY, DECEMBER 15TH**

CAREER LIFE CONNECTIONS 12 (CLC) – PART A



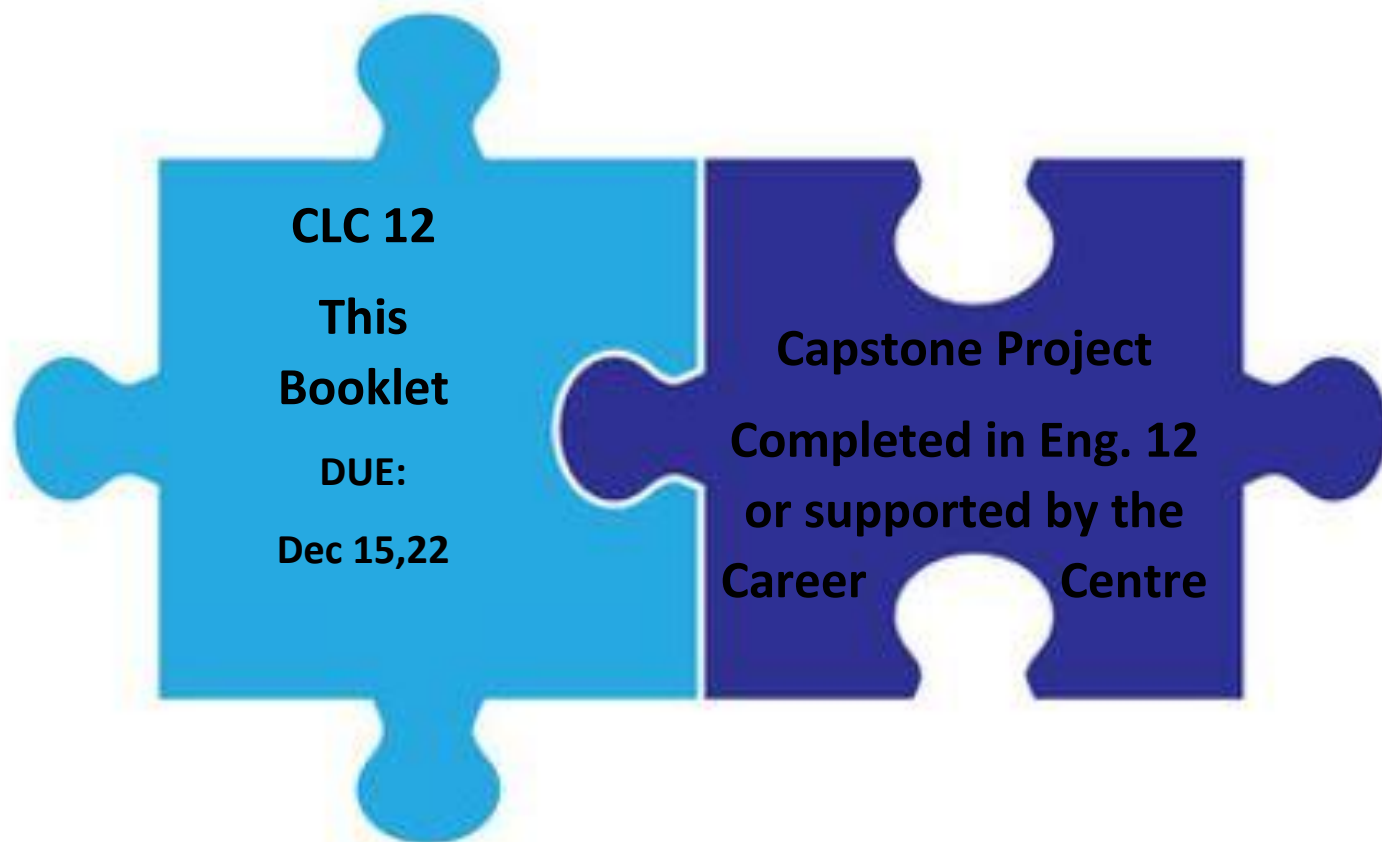
CLC 12 focuses on applying personal career-life management knowledge, skills, and strategies to one's own personal life journey.

Throughout this process students will reflect on experiences in school and out of school and assess development in the Core Competencies. Students will also assess their personal values and perspectives and explore possibilities for preferred personal and education/employment futures.

Assignments:

1. Goal Setting	Pg. 3-4
2. Core Competencies Reflection	Pg. 5-6
3. My Personal Values and Perspectives	Pg. 7-12
4. Inclusion and Respect	Pg. 13-14
5. Reflection of ADSS	Pg. 15-16
6. Budgeting for your Future	Pg. 17-20
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10. FOR INFORMATION ONLY – How to request transcripts	Pg 26-33

Career Life Connections 12 and Capstone



The course has 2 components that are blended for a final grade.

1. CLC12 Booklet with 9 assignments that will be handed out November 9th and DUE December 15.
2. A Capstone project which has been embedded into English 12 classes at ADSS - students who have taken English 12 outside of ADSS will need to notify the Career Centre, who will assist these students in completing their Capstone.

Please see the Career Centre if you have any questions or need more information regarding CLC12

ASSIGNMENT #1 – Goal Setting

Your transition plan is an **exploration** and **documentation** of your plans beyond your life as a secondary school student. Consider the following questions:

What are you planning to do?

- work/employment, skills upgrading, post-secondary education, training, etc...

Where will you pursue your plan?

- Are you staying in Port Alberni? Moving to another community?

Why have you decided on that particular route?

- What interests, aptitudes, skills led you to this decision?

How will you fulfill your plan?

- Finances, support, preparation, and success!

Sample goals:

1. Complete my course work for the paramedic program (action: submit my application)
2. Get my diploma in Early Childhood Education
3. Purchase my own vehicle (action: save up \$5000 by Dec 1st)
4. Get my own place to live
5. Complete 300 hrs. of work experience in my field (action: find a mentor by June 1st)



Goal Setting – Brainstorm your ideas for...

Short Term Goals - <i>less than 2 years</i>	Long Term Goals - <i>more than 2 years</i>
<ul style="list-style-type: none"> • Workforce • Post-secondary education or training • Skills upgrading • Travel • Moving out 	<ul style="list-style-type: none"> • Eventual career choices • Financial goals • Key life experiences • Community involvement (volunteering) • Post-secondary education or training
List goals and suggest actions to reach that goal	List goals and suggest actions to reach that goal
Goal #1:	Goal #1:
Action #1	Action #1
Action #2	Action #2
Completion date:	Completion date:
Goal #2:	Goal #2:
Action #1	Action #1
Action #2	Action #2
Completion date:	Completion date:

Select one of your long-term goals and explain what motivates you to reach this goal.

ASSIGNMENT #2 – Core Competencies Reflection**Part A – Communication and Collaboration**

1. Please describe a learning situation where you worked with one or more students to successfully achieve a goal.

2. How do you feel about your contribution regarding this situation?

3. Describe a situation where you were able to choose how to show your learning. Give details about the subject, what the course was, etc. (ex. I built....., I made a poster...., I wrote an essay on....).

Part B – Personal and Social Awareness and Responsibility

Choose one of the next 3 options:

1. Describe a situation where you successfully advocated for yourself.
2. Describe a situation where you took steps to support your own well-being, including a healthy lifestyle or your mental health.
3. Describe a situation where you took action to make a positive change at school, in your community or for the environment.

I chose # _____

Part C – Creative, Reflective and Critical Thinking

1. Give an example of a time where you were able to use your creativity to design, plan or develop an idea of project (ex. A PowerPoint, a poster, a woodworking project, a skit/role play).

2. How did you feel about this situation? Were you successful? Explain why or why not.

REFERENCE MATERIAL FOR #3 – MY PERSONAL VALUES AND PERSPECTIVES

What Are Personal Values (And Why Do They Matter)?

Personal values are the things that are important to us, the characteristics and behaviors that motivate us and guide our decisions.

- For example, maybe you value honesty. You believe in being honest wherever possible and you think it is important to say what you really think. When you do not speak your mind, you probably feel disappointed in yourself.
- Or maybe you value kindness. You jump at the chance to help other people, and you are generous in giving your time and resources to worthy causes or to friends and family.

Those are just two examples of personal values out of many. Everyone has their own personal values, and they can be quite different. Some people are competitive, while others value cooperation. Some people value adventure, while others prefer security.

Values matter because you're likely to feel better if you're living according to your values and to feel worse if you don't. This applies both to day-to-day decisions and to larger life choices.

If you value adventure, for example, you'll probably feel stifled if you let yourself be pressured by parents or others into making "safe" choices like a stable office job and a settled home life. For you, a career that involves travel, starting your own business, or other opportunities for risk and adventure may be more appropriate. On the other hand, if you value security, the opposite applies. What some people would view as a "dream" opportunity to travel the world and be your own boss may leave you feeling insecure and craving a more settled existence.

Everybody is different, and what makes one person happy may leave another person feeling anxious or disengaged. Defining your personal values and then living by them can help you to feel more fulfilled and to make choices that make *you* happy, even if they don't make sense to other people. You'll see how to go about doing that in the following sections.



How do you define your personal values?



my Self

VALUES EXERCISE

Determine your core values. From the list below, choose and write down every core value that resonates with you. Do not overthink your selections. As you read through the list, simply write down the words that feel like a core value to you personally. If you think of a value you possess that is not on the list, be sure to write it down as well.

Abundance	Daring	Intuition	Preparedness
Acceptance	Decisiveness	Joy	Proactivity
Accountability	Dedication	Kindness	Professionalism
Achievement	Dependability	Knowledge	Punctuality
Advancement	Diversity	Leadership	Recognition
Adventure	Empathy	Learning	Relationships
Advocacy	Encouragement	Love	Reliability
Ambition	Enthusiasm	Loyalty	Resilience
Appreciation	Ethics	Making a Difference	Resourcefulness
Attractiveness	Excellence	Mindfulness	Responsibility
Autonomy	Expressiveness	Motivation	Responsiveness
Balance	Fairness	Optimism	Security
Being the Best	Family	Open-Mindedness	Self-Control
Benevolence	Friendships	Originality	Selflessness
Boldness	Flexibility	Passion	Simplicity
Brilliance	Freedom	Performance	Stability
Calmness	Fun	Personal Development	Success
Caring	Generosity	Proactive	Teamwork
Challenge	Grace	Professionalism	Thankfulness
Charity	Growth	Quality	Thoughtfulness
Cheerfulness	Flexibility	Recognition	Traditionalism
Cleverness	Happiness	Risk Taking	Trustworthiness
Community	Health	Safety	Understanding
Commitment	Honesty	Security	Uniqueness
Compassion	Humility	Service	Usefulness
Cooperation	Humor	Spirituality	Versatility
Collaboration	Inclusiveness	Stability	Vision
Consistency	Independence	Peace	Warmth
Contribution	Individuality	Perfection	Wealth
Creativity	Innovation	Playfulness	Well-Being
Credibility	Inspiration	Popularity	Wisdom
Curiosity	Intelligence	Power	Zeal

my Self

Group all similar values together from the list of values you just created. Group them in a way that makes sense to you, personally. Create a maximum of five groupings. If you have more than five groupings, drop those least important. See the example below.

Abundance	Acceptance	Appreciation	Balance	Cheerfulness
Growth	Compassion	Encouragement	Health	Fun
Wealth	Inclusiveness	Thankfulness	Personal Development	Happiness
Security	Intuition	Thoughtfulness	Spirituality	Humor
Freedom	Kindness	Mindfulness	Well-being	Inspiration
Independence	Love			Joy
Flexibility	Making a Difference			Optimism
Peace	Open-Mindedness			Playfulness
	Trustworthiness			
	Relationships			

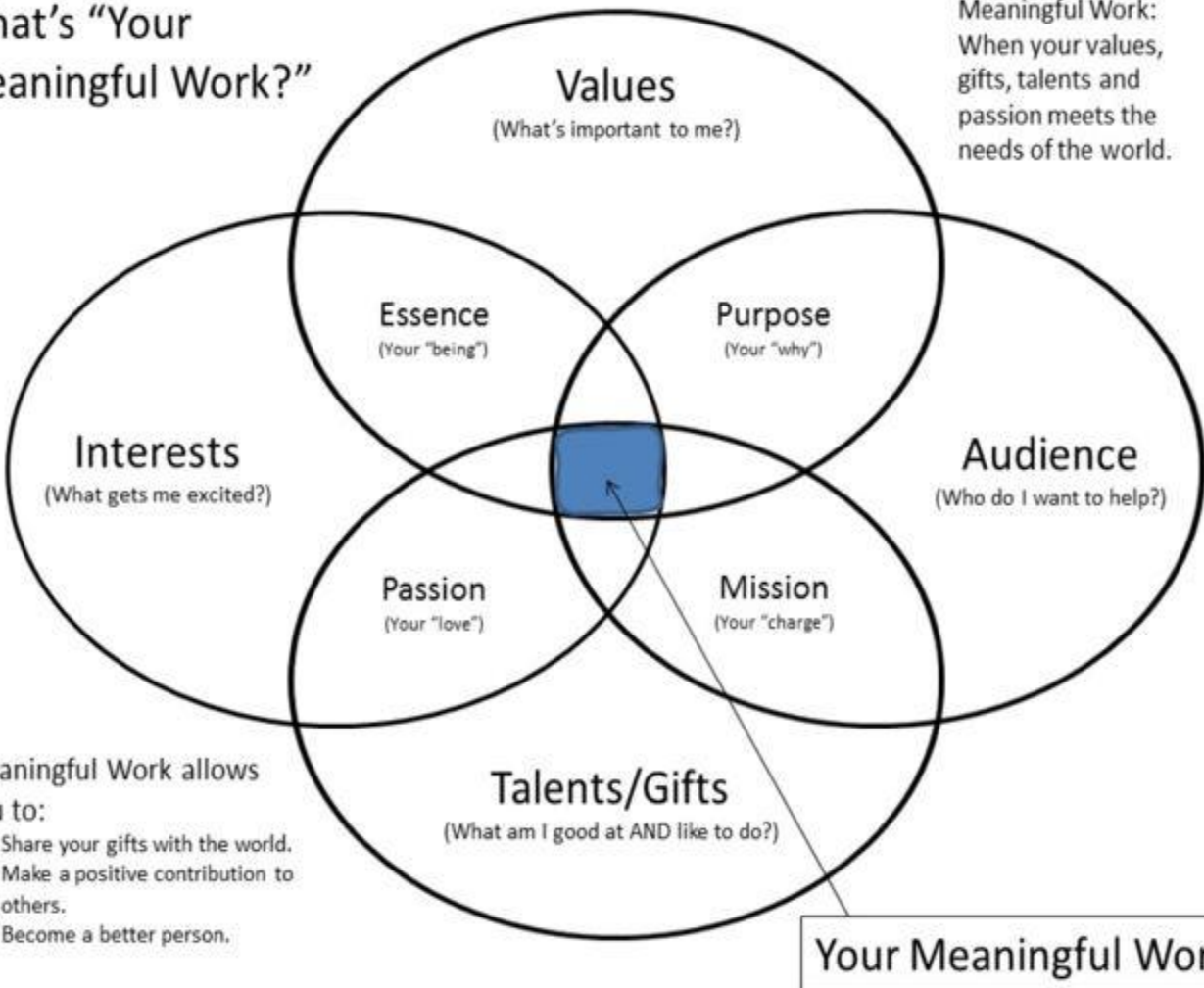
my Self

Choose one word within each grouping that best represents the label for the entire group. Again, do not overthink your labels. There are no right or wrong answers. You are defining the answer that is right for you. See the example below – the label chosen for the grouping is bolded.

Abundance	Acceptance	Appreciation	Balance	Cheerfulness
Growth	Compassion	Encouragement	Health	Fun
Wealth	Inclusiveness	Thankfulness	Personal Development	Happiness
Security	Intuition	Thoughtfulness	Spirituality	Humor
Freedom	Kindness	Mindfulness	Well-being	Inspiration
Independence	Love			Joy
Flexibility	Making a Difference			Optimism
Peace	Open-Mindedness			Playfulness
	Trustworthiness			
	Relationships			

What's "Your Meaningful Work?"

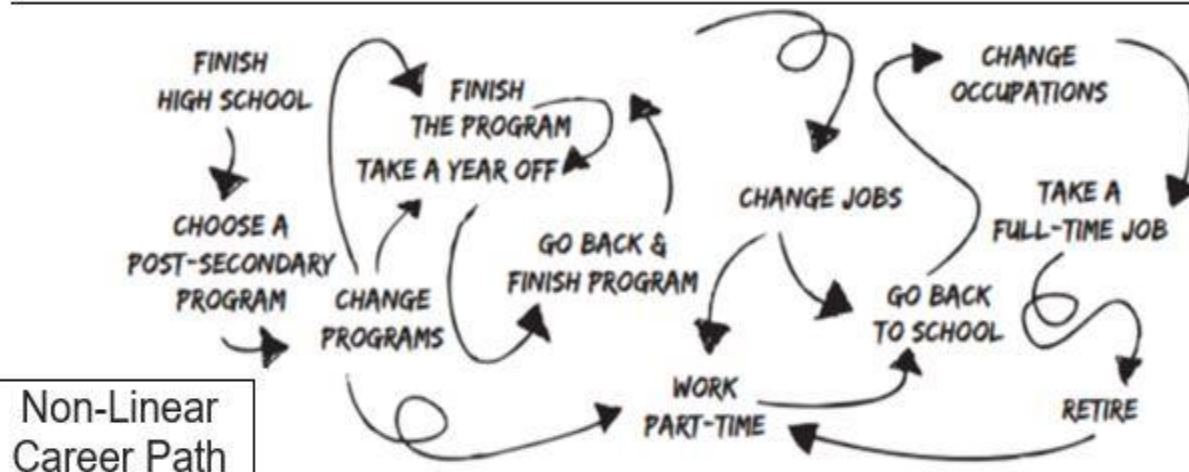
Meaningful Work:
When your values,
gifts, talents and
passion meets the
needs of the world.



Meaningful Work allows
you to:

- Share your gifts with the world.
- Make a positive contribution to others.
- Become a better person.

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(This is Your Life, A Career and Education Planning Guide, Government of Alberta, page 3)

ASSIGNMENT #3 – MY PERSONAL VALUES AND PERSPECTIVES

Complete the following:

1. Refer to the notes on page 7-10 “How do you define your personal values?”. Identify 5 values that are important to you. For each value, explain:

** Why is it important to you?

**How does it influence your path after graduation?

VALUE #1 _____

VALUE #2 _____

VALUE #3 _____

VALUE #4 _____

VALUE #5 _____

Paragraph Response:

2. In a paragraph (5 or more sentences), explain how your selected values will help you to maintain a balance in your life moving forward. Refer to personal, social, and professional aspects of your life.

What Are Your Personal Values? How to Define & Live by Them

Living by your personal values sounds easy—at least in theory. Your values, after all, are simply the things that are important to you in life, so it should be natural to live by them.

Coming up with a list of personal values can be challenging, yet understanding your values is important. And yet so many of us don't consistently live by our values. Have you ever been in any of these situations?

- Someone said or did something that you strongly disagreed with, but you didn't speak up about it and felt ashamed afterwards.
- You set goals for yourself and then failed to meet them.
- Your life or career haven't worked out the way you wanted them to.
- What you want often clashes with what you've got to do or what's "practical."
- You're so busy pleasing other people that you're not even sure what your own true values are.

If any of these resonate with you, then this tutorial will help you. In it, you'll learn what personal values are and why they're important. Then we'll go through all the steps involved in defining and prioritizing your values, changing them as necessary, and living by them so that your actions are aligned with your values.

When you live by your values, you feel better about yourself and are more focused on doing the things that are important to you. In this tutorial, you'll see how to achieve that.

ASSIGNMENT #4 – INCLUSION AND RESPECT

Our workforces are currently transitioning to be more multi-generational and multicultural. It is important that we have the tools we need on the job to succeed in ensuring that we have an inclusive culture and that everyone feels truly accepted and respected in the workplace. Answer the following questions:

Short Answer:

1. Explain what respect and inclusion mean to you? Avoid using dictionary definitions.

Anecdotal Response:

2. Share a time when you either were or witnessed someone showing respect and inclusion to another person. Explain what happened in the situation and how it made you feel.

Short Answer:

3. Explain why inclusion and respect are important for all areas of life. Make specific references to the workplace, community, and school.

Short Answer:

4. Identify how you can promote inclusion and respect in school and the workplace.

	Not yet meeting	Beginning to meet	Meeting	Fully meeting
MARKING RUBRIC				All parts of the activity are completed in full. Responses show depth of understanding and insight. Student shows their understanding of the importance of respect and inclusion in personal and professional spaces.

ASSIGNMENT #5 – REFLECTION OF ADSS**Complete all the following tasks:**

Think about the last 5 years of your educational career. Determine any **TWO** of the following: learning experiences, milestones, struggles, dilemmas, or uncertainties that apply to your time at ADSS.

Paragraph Answers:

In each paragraph, give a detailed explanation of an experience, milestone, struggle, dilemma, or uncertainty, and explain how or what you have learned from these experiences.

Reflection 1:

Reflection 2:

MARKING RUBRIC	Not yet meeting	Beginning to meet	Meeting	Fully meeting
				Student can reflect on experiences in school assess development in the Core Competencies and share highlights of their earning journey with depth of thought and insight.

ASSIGNMENT #6 – BUDGETING FOR YOUR FUTURE

One of the most challenging aspects of becoming an adult is managing your finances. Whether you are going to post-secondary school, or taking a year off to work, it is important to think about **Building a Budget**. This is the act of determining your income and expenses so that you can decide how much money you are going to spend on one item, how much on another, and so on, before you spend the money. Creating a budget is a realistic financial plan, which you put together based on your income, expenses, and goals. Whether you choose to work or go to school, creating a budget will help you understand how much it costs to live in the world outside of high school.

PART A: INCOME

What types of income do you expect to have after you graduate? Look at the list below and enter the amount of money you feel you may receive in income in the next year. If you don't know, ask your parents or an adult to help you.



****Be Realistic!!** If you are paid between \$15 and \$20 per hour for a part-time or full-time job, you will be making less than \$40,000 per year. It is difficult to get a job that will pay you much more than minimum wage (\$15.65 per hour) unless you have some post-secondary skills and qualifications.

AFTER GRADUATION TOTAL INCOME FOR A YEAR	YOUR INCOME
Projected income from jobs: This will depend on whether you work full time or part time. (Example: 40 hrs. per week at \$15.40/hr., minus deductions for EI, CPP, taxes = \$1900 per month) Multiply your expected monthly income by 12 months and enter that amount at right.	
From parents/guardian/family - monthly income while at college. Multiply the monthly amount by 8 months for the time while you are attending post-secondary school to give you the amount to enter at right.	
From parents/guardian/family—money for your tuition	
From student loans: Estimate what type of money you want to borrow from the bank or receive from Canada Student Loans.	
From Scholarships: Scholarships range from \$100 to \$5000 depending on your eligibility	
From Financial Aid: Other financial aid is available from specific membership in groups	
(A) YOUR TOTAL <u>ANNUAL</u> INCOME: BOX A	\$

PART B: MONTHLY LIVING EXPENSES

Below is a sample of estimated costs for **monthly** living expenses. In one column you will see amounts for living in a larger city such as Vancouver or Victoria. Expenses can be less if you plan to live in a smaller city. Select which amount best applies to you and enter that amount in the column at right. If a line is not relevant to you (i.e., you won't have a land line phone, or you won't be shopping a lot), leave the space blank or put \$0.

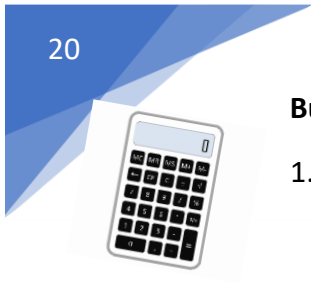


MONTHLY EXPENSES	LARGE CITY	SMALL CITY	YOUR MONTHLY BUDGET
HOUSING			
1) Rent: at home with parents			
2) Rent: 1 bedroom apartment	\$1450	\$1050	
3) Rent: share 2 bedroom apt	\$950	\$800	
4) Rent: College/University Residence fees and other costs – varies	\$5000 - \$9000/year \$417 – \$750/month		
TRANSPORTATION			
Vehicle car insurance	\$220	\$180	
Vehicle gas (variables—type of car mileage, distances, etc.)	\$250	\$175	
Public transit	\$100	\$40	
FOOD			
Food/meals at home and eating out occasionally	\$600	\$500	
UTILITIES			
Electricity	\$40	\$40	
Heating	\$60	\$60	
TV Cable	\$50	\$50	
Streaming service	\$15	\$15	
TELEPHONE			
Telephone—Home phone land line	\$40	\$40	
Cell phone (long distance, unlimited texting)	\$90	\$90	
COMPUTER			
Computer hardware and software	\$100	\$100	
Internet	\$50	\$50	
CLOTHING			
Clothing—shopping only a little	\$50	\$50	
Clothing—shopping a lot	\$175	\$175	

HEALTH CARE			
Medications/dental (students may be covered by parents' plan)	\$40	\$40	
Glasses/lenses	\$40	\$40	
INSURANCE			
Insurance (medical)	\$60	\$60	
Insurance (for possessions if renting an apartment) (Students may be covered by parents' plan)	\$60	\$60	
ENTERTAINMENT			
Recreational sports, gym, lessons, etc.	\$100	\$80	
Entertainment: movies, purchases	\$60	\$40	
Entertainment: night clubs/pubs	\$80	\$60	
PERSONAL CARE			
Personal care (haircuts, makeup)	\$100	\$50	
Laundry at laundromat	\$60	\$60	
POST-SECONDARY EDUCATION			
University Degree Program – varies according to school, include any specific program fees	\$5000 - \$10000/year \$625 - \$1250/month		
Local College Program – varies by program, include any specific program fees	\$5,000-\$8,000/year \$625 - \$667/month		
Books and program supplies	\$1000 - \$3000/year \$83 - \$250/month		
OTHER			
Banking fees	\$10	\$10	
Newspapers, books, magazines	\$40	\$25	
Religious/charity	\$5	\$5	
Gifts	\$20	\$20	
Pets	\$40	\$40	
Travel (varies depending on type of travel and hotel costs) Estimate your monthly amount to save.			
TOTAL MONTHLY EXPENSES:			BOX B \$

FINAL CALCULATIONS:

Enter your Total Annual Income Here from BOX A (Pg 17)	\$
Enter your Total Annual Expenses from BOX B BOX B <input type="text"/> X 12 = <input type="text"/>	- \$
Subtract your total expenses in the second box from the total income in the first box and enter in the space at right. This is your NET ANNUAL BALANCE	\$



Budget Reflection:

1. Which is higher, your Total NET Annual income, or your Total Annual Expenses?

2. What is the difference between those two numbers? _____

3. If your total annual expenses are higher than your total annual income, what are some areas of your budget you can eliminate to decrease your monthly expenses?



MARKING RUBRIC	Not yet meeting	Beginning to meet	Meeting	Fully meeting
				Student creates a budget with details and realism. Student has used critical thinking to create an appropriate budget.

ASSIGNMENT #7 – RESUME

Attach an updated resume to the back of this booklet. As a high school student, developing a resume is a great way to start preparing for the working world. Resumes can be used for job applications, to secure internships and even help complete post-secondary and scholarship applications. Your high school resume will likely be focused on relevant coursework, extracurricular activities like volunteering or clubs and any job experience you have.

****NOTE:** if you do not currently have a resume, you can use the resume builder feature in my Blueprint. You will be prompted to enter information and then have choices of how you would like my Blueprint to format your final document. See Career Centre for any required assistance.

THINGS TO INCLUDE IN A RESUME:

- Contact Information
- Objective
- Education
- Work Experience
- Extra-Curricular
- Volunteer Experience
- Skills and Abilities
- Achievements
- Certifications
- Hobbies and Interests
- References



ASSIGNMENT #8 – REQUESTING A REFERENCE LETTER

Attach to the back of this booklet a reference letter from a past employer, coach, teacher, or community member that you collaborated with (e.g., volunteer position, part-time job, student advocate, team member).

****Note:** if you do not currently have a reference letter, refer to the attached **Reference Letter Samples** and/or **Letter of Recommendation-Reference Letter Questionnaire Sample** for ideas on how to get a letter and what it could look like.

Sample Letter #2: Character Reference Letter

To Whom it May Concern:

I have had the pleasure of knowing Katherine Kingston for eight years. During the years of our acquaintance, I have known Katherine in many capacities. She has been my Mother's Helper since the birth of my first child five years ago. Her responsibilities in that capacity have grown with the activity level of a now preschooler, and the addition of another child, now a toddler.

Katherine has also been involved with a variety of tasks at my retail business, a specialty shop fitting women for mastectomy, compression, maternity, and nursing products. Her experiences have included working on inventories, our newsletter, mailing list, and web design, as well as customer interface.

Katherine is an intelligent, capable, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she can handle any situation with thoughtfulness and maturity.

Yours Truly,

Jill Johnson

Fill out this info and give it to the person you are requesting a reference from.

Student Profile

Full legal name: _____

Preferred name: _____

Grade: **circle one*

11th

12th

Other: _____

Contact Information

School email: _____

Personal email: _____

Which email do you prefer I use to contact you? **Circle one*

School email

Personal email

College/Employment Plans

1. To which colleges or employer are you applying?

2. What is your earliest application deadline? (Include school/employer and date)

3. Which major(s) do you intend to pursue in college, and why?

4. What's your current life dream? Could be your ideal job, ideal environment, etc. Essentially, what/where do you see yourself in 5 years?

Academic Record

Average marks: _____

Principal's Roll or Honor Roll: _____ (which one and when)

Current classes you're taking:

Do you believe your academic record (report cards and transcript information) provide an accurate representation of you as a student? Why or why not? (This is also an opportunity for you to discuss an event in your life that has had a significant impact on you, your life, and/or your academics.)

Extracurricular Activities

1. What do you love to do, learn, or discuss outside the classroom? (This is also an opportunity to explain why you pursue the activities on your resume.)

2. In which community (be it your friend group, your family, your team, club, etc.) have you made an impact? Tell me the story.

Personal Profile

1. What are 6 words or phrases you would use to describe yourself?

ASSIGNMENT #9 – 30 HR WORK EXPLORATION DOCUMENTATION

CAREER LIFE CONNECTIONS 12

30 hours work or volunteer exploration



Grade 11 and 12 students – report your hours to the Career Centre using either the link or the QR code below

<https://www.surveymonkey.com/r/5NPXL8L>



FOR INFORMATION ONLY – HOW TO VIEW AND SEND YOUR TRANSCRIPTS

Student Transcripts

Creating a BCeID and Registering with Student Transcripts


Visit: www.studenttranscripts.gov.bc.ca


***You must first sign up for a BCeID account if you do not already have one.


Note: You will need your PEN (Personal Education Number) to create an account

Click “Sign up for a BCeID.” If you already have one, select “Log in with BCeID

CHOOSE BASIC







- B.C.–Quebec Exchange Program
- Curriculum & Assessment
- Diverse Student Needs
 - Full Day Kindergarten
 - Distributed Learning Programs
- Certificates of Graduation
 - School Completion Certificate Program
- MyEducation BC
 - Personal Education Number
 - Student Learning Survey
 - Student Disputes & Appeals
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 - Certificates
 - GED®
 - About the StudentTranscripts

Order Transcripts & Certificates

Transcripts & Certificates Available for Online Ordering

We have your [transcript](#) or [certificate](#) in our [StudentTranscript Service](#) if you attended a B.C. or Yukon secondary school and you:

- Graduated after **1985** or
- Completed a grade 12 course after **1986** or
- Attended grade 12 prior to **1974** in the University Entrance or Academic-Technical Program

If we do not have your transcript or certificate, please contact your [school of record](#) or [district office](#).

Ordering Your Transcript or Certificate

If you have a Personal Education Number (PEN)

Log in with BCeID

Sign up for a BCeID

How do I Find My PEN?

You can find your nine-digit PEN by:

- Checking your student records or your report card
- [Requesting it from the last school you attended](#)
- [Submitting a PEN request](#)

Collection Notice

Protection of your personal information is important to us. Please read our collection notice to find out:

- Why we collect this information
- How we use the information
- Who to contact if you have



Register for a Basic BCeID

Surname

Given/First Name

First Middle Name (optional)

Other Middle Names (optional)

Email

Phone Number (optional)

User ID

Choose your user ID. You'll use this user ID with your password to log in.

Password

Choose a password at least 8 characters long, to a max of 14 characters long. Passwords should have lower & upper case letters, numbers and symbols. [Learn more about](#)



Password

Choose a password at least 8 characters long, to a max of 14 characters long. Passwords should have lower & upper case letters, numbers and symbols. [Learn more about passwords](#)

Weak Medium Strong

Confirm Password

Password Reset Questions

These questions will be used if you forget your password. You'll only be able to reset your password if you can answer these questions correctly.

Question #1

Select Question



Answer

Question #2

Select Memorable Person



Answer

Question #3

Select Important Date




Answer

DD/MM/YYYY



☐ I'm not a robot



 reCAPTCHA

[Privacy](#) - [Terms](#)

☐ Yes, I have read and I accept the [Terms of Use Agreement](#)

☐ Read the [BCeID Privacy Policy](#)

Continue >

Types of BCeID | Service Directory | Locations | Agreements | FAQs | Contact Us

Enter the information as it appears on your Canadian Birth Certificate.

Issuing Province

British Columbia

Registration Number

Surname

Given/First Name

First Middle Name (optional)

Other Middle Names (optional)

Date of Birth

Next step: Register for Student Transcripts. Visit the link listed below.
www.studenttranscripts.gov.bc.ca



StudentTranscripts

You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.

* Indicates a required field

Student Information you use(d) in your School of Record

Please ensure that your student information you enter matches the information at your school of record.

Personal Education Number (PEN) *

 Don't have a PEN?

 This field is required

First Name *

 This field is required

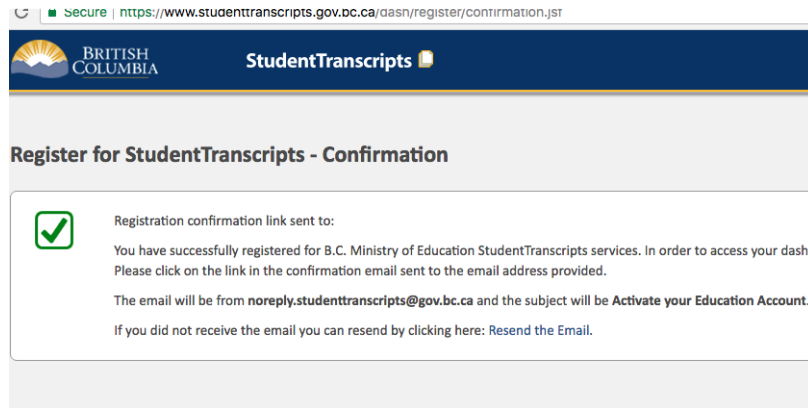
Middle Name

Last Name *

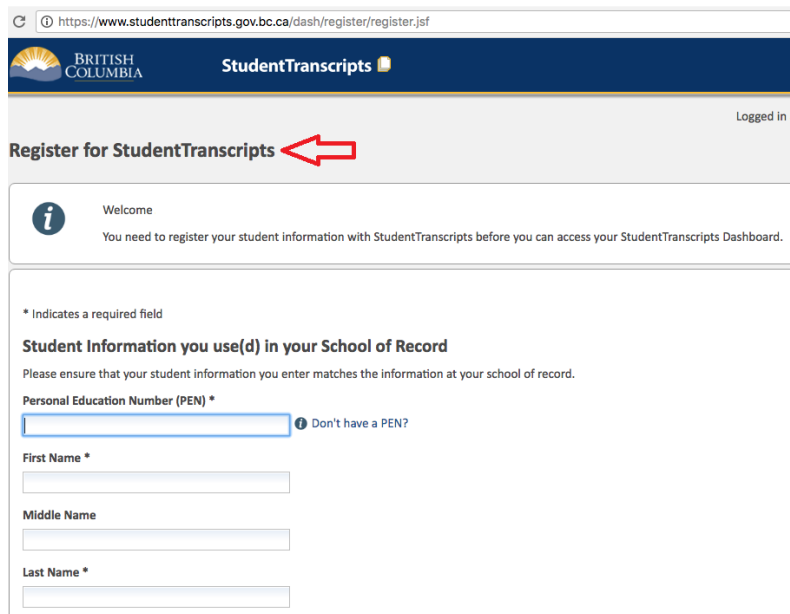
 This field is required

Date of Birth (dd/mm/yyyy) *

 This field is required



Example of Confirmation Email sent to your account:



Activate your Education Account Inbox x





Log in to www.studenttranscripts.gov.bc.ca

Log in with BCeID

User ID

Use a Personal or Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - if you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last Logins with Your BCeID

February 26, 2018 at 9:34 AM

When do you want to review your BCeID account activity?

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at www.bceid.ca.

☐ Do not show me BCeID account activity when I log in

Continue

Your BCeID account

Go to www.bceid.ca to manage your account. You can update your email, contact information, login preferences, and more. We recommend you keep your email address up to date.

[Manage your BCeID account](#)

Need help?

[Contact the BCeID Help Desk](#)

My Dashboard

Welcome to StudentTranscripts. Please select from the services below.

Transcripts & Certificates

- [Send/Order Your Transcript](#)
- Order Your Graduation Certificate - Only available if you have graduated. Contact your school if you have questions about your graduation status.
- [View Your Post-Secondary Institution Choices](#)

Account Information

- [View Your Profile](#)
- [Update Your Contact Information](#)

Marks & Scholarships

- [View Your Transcript](#) - Last Updated February 23, 2018
Your transcript has your graduation status
- [View Your Provincial Examinations/Assessment Results](#) - Last Updated February 25, 2018
- [View Your Scholarships](#) - No scholarships to report

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

Questions about the collection of this information should be directed by email to:

Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

☐ I consent


Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- Send Transcript

Send your transcript to an employer(s), yourself, or anyone

- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

First, select your institution(s) from the list, and then click “move to list.”

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List

Search by Name

Canadian Institutions

International Institutions

Province

British Columbia

Available Institutions

TRINITY WESTERN UNIVERSITY (LANGLEY)
 TRU SPA INSTITUTE OF AESTHETICS LTD
 UA PIPING INDUSTRY COLLEGE OF BC
 UBC Sauder Real Estate Division
 UNIVERSITY CANADA WEST - ONLINE
 UNIVERSITY OF BC-UBC-ALL CAMPUSES
 UNIVERSITY OF NORTHERN BC
 UNIVERSITY OF VICTORIA
 VANCOUVER 12 FIELD AMBULANCE
 VANCOUVER ACADEMY OF DRAMATIC ARTS
 VANCOUVER ACADEMY OF MUSIC
 VANCOUVER ACTING SCHOOL
 VANCOUVER ANIMATION SCHOOL

move to list >

< remove to list

Selected Institutions

UNIVERSITY OF THE FRASER VALLEY

Go to Next Step >

The second step is to “Choose Send Option.”

This year, the transcripts service has updated for many schools. Schools will now be able to pull transcript updates for up to a year at any time they need your interim or final marks. This is the option you want to select, and you can leave it at the default date that is set (1 year from the date you submit the forms).


The screenshot shows the 'StudentTranscripts' interface. At the top, there's a navigation bar with the British Columbia logo and the title 'StudentTranscripts'. Below this, a 'Selections' section shows three steps: '1: Select Institution', '2: Choose Send Option' (which is highlighted), and '3: Confirm & Add to Cart'. Under 'Step 2', it says 'Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.' The selected institution is 'UNIVERSITY OF THE FRASER VALLEY' with address '33844 KING ROAD, ABBOTSFORD, BC, CA, V2S7M8'. There are two radio button options: 'Send my transcript electronically now. Help?' (which is selected) and 'Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. Help?'. Below the second option, there is a text input field for 'Send updates until:' with the date '07/01/2020' and a calendar icon. At the bottom, there are buttons for '< Previous Step' and 'Go to Next Step >'. A 'Cancel' button is also visible on the right.

Some schools have not yet updated to the new transcripts system. If you see the below options only, make sure you select the “Send Interim and Final Marks when they become available” option.

This screenshot shows the same 'StudentTranscripts' interface as the previous one, but with a different set of options for Step 2. The '2: Choose Send Option' step is highlighted with a red arrow and the number '2.'. The institution is 'UNIVERSITY OF THE FRASER VALLEY' with address '33844 KING ROAD, ABBOTSFORD, BC, CA, V2S7M8' and phone number '604-864-4601'. There are two radio button options: 'Send my printed transcript now. Help?' and 'Send Interim and Final Marks when they become available. Help?'. The second option is selected and is enclosed in a red rectangular box. At the bottom, there are buttons for '< Previous Step' and 'Go to Next Step >'.

Review your Post-Secondary Institution selections. Then click “Add Order to Cart” and Submit order

You will receive a check mark to confirm that your order to your selected post-secondary institutions has been sent.


StudentTranscripts

Shopping Cart

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
UNIVERSITY OF THE FRASER VALLEY	Transcript	Send when final marks available	1	2018-FEB-26	Remove

Cost:

Order Item Type	Quantity	Cost
Transcript to Post-Secondary Institution(s)	1	1 @ \$ 0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00



Your request was received successfully, and you will receive a confirmation email shortly. Transcript and certificate requests are processed within 3-6 business days and then sent by Canada Post standard letter mail service. Thank you.

Please [print](#) or [save](#) the receipt for your records.

Order #: 577589 **Total Amount:** \$ 0.00 **Request Date:** 26-FEB-2018

Order Summary

Request to be sent to	Request	Quantity	Amount
UNIVERSITY OF THE FRASER VALLEY	Transcript	1	\$ 0.00
Total Amount			\$ 0.00

THE END!