



OAK BAY
H I G H S C H O O L

TO WHOM IT MAY CONCERN:

Obtaining Past School Records

To obtain a copy of your B.C. Ministry of Education Transcript of Grades, please complete the Request Form below. This completed form may be mailed, faxed, or emailed to our school office, along with a legible copy of your ID. Upon verification, the ID will be destroyed. If you come to our office you will be asked to show ID when completing the request form.

Photocopies of records are provided for \$2 per copy, however, if certified copies are required the fees are as listed below. Payment for copies must be received prior to records being released.

\$5.00 for one copy – picked up from the school office

\$8.00 for one copy – mailed

Free – Electronic copy emailed directly to you

You can pay online [here](#) if you do not want to send a cheque.

- When purchasing online select Transcript Fees and the Quantity you would like, add to cart.
- If you want the Transcripts mailed as well, please select Mailing Cost, add to cart.

Fees may be paid by cheque, cash or money order and made payable to:

Oak Bay Secondary School

(please note, we do not accept Debit, VISA or MasterCard at the school)

**Oak Bay Secondary School
2121 Cadboro Bay Road
Victoria, BC V8R 5G4**

Phone: (250) 598-3361

Fax: (250) 598-0710

Email: oakbayinfo@sd61.bc.ca

REQUEST FOR TRANSCRIPT OF GRADES

Processing Fee: Certified copies of the Ministry of Education Transcript of Grades are not released until payment is made by cheque (made payable to Oak Bay Secondary School), cash or money order. This includes mailing to a different individual or institution on your behalf.

Proof of Identity: To ensure privacy and security of student record information, this request must be accompanied by a copy of Birth Certificate, Driver's License, or other I.D. containing the student's name/photo/date of birth/signature. Once the I.D. has been verified the copy of the I.D. will be destroyed. The proof of identity must be of the person requesting the record. In addition, if a third party is designated to pick up the record on behalf of the requestor, they must also present their I.D. when they come to pick up the record.

PLEASE PRINT CLEARLY

Surname _____ Given Name(s) _____

Married Name _____ Birth Date (mm/dd/yyyy) _____

Current Address (including postal code) _____

Phone Number _____ email _____
(we will phone and/or email when the records are ready to be picked up, or when they have been mailed, usually 1 to 2 business days after receiving this request)

Year Graduated from Oak Bay _____

Number of Copies Required _____ Certified _____ Non-certified

Indicate if records are to be: ___ picked up ___ mailed ___ emailed Amount paid _____

Mailing/Pick up instructions: If records are to be mailed to a post-secondary institution, or elsewhere, please include complete address below. If they are to be picked up by a third party, please indicate the name of the designated person below.

Mailing Address (if different from above) _____

Name of third party authorized to pick up records _____

AUTHORIZATION FOR RELEASE OF INFORMATION is hereby given to Oak Bay School to release copy(ies) of my school transcript of marks as indicated above.

Signature

Date