

SJ Willis Education Centre, Continuing Education

Education Check List - please complete and bring this document to your appointment to discuss upgrading and grad requirements.

Legal Last Name: _____ First Name: _____

Your surname when you were **last** enrolled in school: _____

Name & address & Country of last school attended: _____

_____ Last year attended: _____

Did you graduated high school in - (circle one) and include the year:

BC _____ Canada _____ Another Country (specify) _____

We require a copy of the following documents at the time of your appointment.

Depending on when and where you last attended school you may need to contact different sources for these.

A copy of your High School Transcript of Grades.

- In BC, even if you did not graduate, you would have received a Transcript of Grades from the Ministry of Education at the end of your grade 12 year
- If you graduated after 1978 in BC, a copy of the transcript should be available from the school you graduated from, prior to that the Ministry of Education.

OR

A copy your Permanent Record Card

- Probably best to start looking for this from the School Board Administration Office of the school district you last attended school in. Look up your school name (google), find the School District attached to that school and contact them. There may be a charge for this. If not, contact the school you last attended and ask for assistance.

For those attending school outside of BC there will be an equivalent to the above documents. This is an official document which shows the course names & grades you have completed, or in terms of the Permanent Student Record Card it shows all course names and grades you have taken and if they are incomplete. This record is essential for our staff to calculate transferable credits from one Province/Country to BC. May be easiest to contact the school you last attended and ask for assistance in obtaining these documents.

After you have completed this form and obtained the copies requested, please contact our Continuing Education office (250-360-4300, ext. 31710) and we'll be pleased to make you an appointment to meet with our staff to discuss your course/graduation requirements.