

TRANSCRIPTS AND EXAMINATIONS CHANGE FORM

NOTE: The Personal Education Number is **essential**.

STUDENT IDENTIFICATION INFORMATION

Please Print Clearly

1. Personal Education Number: _____	4. Ministry School Code: _____
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2. Student Name: _____	5. School Name: _____
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3. Birth Date: (YY/MM/DD) _____/_____/_____	6. Local Student Identification No.: _____
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7. CHANGE FROM Name: _____ Address: _____ _____ Grade: _____ Program: _____ School: _____ Ministry School Code: _____	8. CHANGE TO Name: _____ Address: _____ _____ Grade: _____ Program: _____ School: _____ Ministry School Code: _____
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9. DELETE COURSES AND EXAM REGISTRATIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">COURSE NAME</th> <th style="width: 20%;">COURSE CODE</th> <th style="width: 10%;">SESSION YY MM</th> <th style="width: 40%;">SCHOOL %</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	COURSE NAME	COURSE CODE	SESSION YY MM	SCHOOL %																					10. ADD/REGISTER COURSES AND EXAMINATIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">COURSE NAME</th> <th style="width: 20%;">COURSE CODE</th> <th style="width: 10%;">SESSION YY MM</th> <th style="width: 40%;">SCHOOL %</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	COURSE NAME	COURSE CODE	SESSION YY MM	SCHOOL %																				
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Authorization

Contact Name for Inquiries: _____ Email: _____

Telephone Number: () _____ Date: _____

Copy the completed form for your files and return the original to the
 Ministry of Education, P.O. Box 9886, STN PROV GOVT, VICTORIA, BC V8W 9T6
Fax: 250.356.9460