

## TRAX Update – January 31, 2013

### ONLINE POST SECONDARY INSTITUTION (PSI) SELECTIONS for 2013 GRADS

- Please encourage Grade 12 students to complete the Online PSI Selections form if they are graduating and applying to a PSI this school year.
- Note there are 3 deadline dates. Students do **not** re-enter their PSI Selections made earlier this school year. See below for the new March 1 deadline.

- An instructional document is available at: [https://www.bced.gov.bc.ca/exams/trx\\_updates/](https://www.bced.gov.bc.ca/exams/trx_updates/). The instructions include snap shots of all the screens students will use to select PSIs.
- Students access the online form by logging into the Student Secure Web (SSW), <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/>, and clicking the menu option "Post Secondary Institutions Selections".

*Note: Students who do not yet have a SSW account will need to create one at the above SSW website prior to gaining access to the PSI Selections form.*

- **New for 2013** - Students must complete the PSI Selections form by **March 1, 2013** to have **preliminary** transcript information forwarded in mid-March to the BC Electronic PSIs list and to the Ontario Universities Application Centre (OUAC) institutions. Preliminary transcript information will **not** include interim marks for courses in progress. It will only include final marks for completed courses and a list of courses students are currently taking.
- Students must complete the PSI Selections form by **May 1, 2013** to have **interim transcript** information forwarded in May 2013 to the BC Electronic PSIs list and to the OUAC institutions.
- Students must make their PSI Selections by **July 15, 2013** to have their **final transcript** information sent to PSIs by July 30, 2013.
- In addition to the BC Electronic PSIs option and the OUAC Electronic PSIs option in Section 1 of the form, students may submit a **maximum of six selections** from Sections 2 and 3 of the online form.
- Students only need to complete their PSI Selections form once in the current school year. If they select BC Electronic PSIs and/or OUAC by March 1, 2013, their transcript information will be forwarded automatically for the preliminary transcript file in March, the interim file in May and the final file in late July. Students may submit additional selections from Sections 1, 2 or 3 at any time up until July 15, 2013.

*Note: Requests to send transcripts to additional PSIs can be made for a fee by submitting an online transcript order at: <http://www.bced.gov.bc.ca/transcript/>*

If a specific PSI is not listed in Sections 1, 2 or 3 of the **PSI Selections form**, please send an email with the name and address of the PSI you wish to see added to: [TRAX.Data@gov.bc.ca](mailto:TRAX.Data@gov.bc.ca)

- After making selections, students may print a confirmation page for reference purposes, and at any point students can view their selections on the SSW by using the "View PSI Selections" menu option. PSI selections will appear on the updated Transcript Verification Reports (TVRs) beginning in May as well as the **PSI Selections Student Summary Report** detailed below.
- Additional information can be found on page 135 of the [2012/2013 Handbook of Procedures](#).

## PSI SELECTIONS STUDENT SUMMARY REPORT FOR SCHOOLS

This report lists:

1. Each student in your school who has completed the 2013 PSI Selections Form;
  2. Each current Grade 12 and Grade "AD" student that has **not** made any 2013 PSI Selections to date.
- Schools access this PDF report by logging into the School Secure Web (SSW) site: [https://www.bced.gov.bc.ca/exams/tsw/princ\\_terms.jsp](https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp). Once logged in, this ***PSI Selections Student Summary Report*** is accessed by clicking on the "**Post Secondary Reports**" link.
  - Schools may use this report to identify students who are applying to a post-secondary institution but have not yet given the Ministry of Education permission via the online PSI Selections Form to release their transcript information. It can also be used to confirm which PSIs students have selected.
  - Students who have not completed the PSI Selections form, and are applying for early admission to a BC college or university, or an OUAC institution, need to complete the online form **by either March 1, 2013 or May 1, 2013**. (See more information in the first section of this email.)
  - Other students need to complete the online PSI Selections Form no later than July 15, 2013 if they want their transcripts sent to PSIs at the end of July 2013.
  - Students access the form via the Student Secure Web: <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/>

This report will be updated each weekend until the end of June.