

## Alberta Transcript of High School Achievement Request

You can visit [myPass.alberta.ca](http://myPass.alberta.ca), the Alberta Education secure self-service website to order transcripts online.

If you are applying to an Alberta post-secondary institution, you can also visit [www.applyalberta.ca](http://www.applyalberta.ca) to order transcript with no charge.

If you don't have online access, please complete the transcript request form on the next page and mail to Alberta Education.

To avoid delays, please PRINT clearly when filling out the form.

- **Name:** If your surname (last name) has changed since you were in an Alberta high school, please complete the 'Previous Names' section on the form. To officially change the name on your transcript, please complete the 'Personal Information Change' form available at our website:  
<http://www.education.alberta.ca/students/transcripts/forms/>
- **Release Time:** Enter one of the following in the 'Release Time' column to specify when you want your transcript(s) issued.
  - ASAP (as soon as possible)
  - January
  - June
  - November
  - April
  - August
- **School Information:** You must provide consent to have Alberta Education disclose your school information on your transcript. The following can be entered in the 'School Information' column:
  - If you enter 'Y' your enrolled school information such as School Code and School Name will be displayed.
  - If you enter 'N' your enrolled school information will not be displayed.

**NOTE:** School information is required by most post-secondary institutions. Your post-secondary application may be delayed if this information is not included.
- Alberta Education only accepts online and mail-in transcript requests.

### Payment information for mail-in request

- There is a \$10.00 non-refundable processing fee for each transcript service provided.
- Only cheques or money orders with an exact amount in Canadian dollars and payable to the Government of Alberta will be accepted.
- Post-dated cheques are not accepted.
- Incomplete or illegible orders will not be processed.

# Request for Alberta Transcript of High School Achievement

The personal information as defined in the **Freedom of Information and Protection of Privacy Act (FOIPP Act)** that is collected on this form is collected pursuant to section 33(c) of the FOIPP Act. The purpose of this collection is to enable Alberta Education to update or correct student personal information and address in accordance to the information provided. Any collection of this information may be directed to Transcripts Office, Alberta Education, 44 Capital Blvd, 10044-108 St. NW, Edmonton, Alberta, T5J 5E6, Telephone (780) 427-5736 or Toll free outside of Edmonton within Alberta by first dialing 310-0000.

**Student Personal Information (Please PRINT)**

Surname (Last Name)		Given Name(s)	
Previous Names (if applicable)		Date of Birth (yyyy/mmm/dd)	
Alberta Student Number	Phone Number	Email Address	
Current Mailing Address			
City/Town	Province	Postal Code	

I authorize Alberta Education to update my address as specified on this form.

**The following information is REQUIRED for verification purpose**

Name of last <b>Alberta</b> High School attended	City/Town
Last Year Attended	Last Grade Attended

**Transcript Request Details**

Release Time	Number of Copies	School Information (Y/N)	Transcript Language (E/F)	Name of Destination	Full Address of Destination

**Total Number of Transcripts ordered:** \_\_\_\_\_ **Total Cost included:** \_\_\_\_\_ **Fee: \$10.00 per transcript service (Non-refundable)**

**Student Authorization**

I authorize Alberta Education to disclose my Transcript of High School Achievement in accordance with the instructions I have provided. I understand this request will be processed only if signed by myself (student) or an authorized person.

Student's Signature	Date
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If student is independent or over 18, the person requesting on the student's behalf must provide proof of identification (parent, guardian or legal representative) and a copy of a power of attorney or a letter of authorization signed by the student.

Name	Relationship	
Signature	Date	Phone Number

**Submit Signed and Completed Form to:**

Alberta Education  
 44 Capital Boulevard, 2<sup>nd</sup> Floor  
 10044-108 Street NW  
 Edmonton, Alberta T5J 5E6

Phone: 780 427-5732  
 Toll free : 310-0000 (outside Edmonton within Alberta)  
 E-mail: [TAD@gov.ab.ca](mailto:TAD@gov.ab.ca)

**For Office Use Only**

<input type="checkbox"/> Driver's License	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport	<input type="checkbox"/> Vital Statistics	<input type="checkbox"/> Other
Initials		Date		