

The personal information collected on this form is collected pursuant to Section 33(c) of the **Freedom of Information and Protection of Privacy Act (RSA 2000,c.F-25)** and is being used for the processing, handling and issuance of the Statement of Courses and Marks. Any questions concerning the collection of this personal information may be directed to the Help Desk (44 Capital Boulevard, 10044-108 Street NW, Edmonton, Alberta T5J 5E6 who may be reached at (780) 427-5318 or Toll Free at 310-0000 (within Alberta). **Read general information on the back of this form. No fee is charged for this document.**

Statement of courses and marks can also be ordered online at: <http://www.education.gov.ab.ca/learning/student-services/>
The Statement of Courses and Marks is an information report intended for use by students. It is **NOT** an official document.

Student Personal Information – This section must be completely filled in.

Surname		Given Name(s)	
Previous Surname, Maiden Name or full name used while in high school (if applicable)			
Alberta Student Number	Date of Birth (yyyy/mm/day)	E-mail Address	Phone Number
Current Mailing Address			
City/Town	Province	Postal Code	
Name of High School (either currently attending or most recently attended in Alberta)			
City/Town of High School		Last Year Attended	Last Grade Attended

Delivery Information

Time Code – Please check one only (see General Information)

- ASAP** - Issue as soon as possible. The request will be processed within a week of receipt.
- 1st** - Issue after the 1st semester (January exams)
- 2nd** - Issue after the 2nd semester (June exams)
- SS** - Issue after summer school (August exams)
- NOW** - Over the counter service only

Destination – Please check one only

- Mail to above address
- Mail to name and address below:

Student Authorization (To be completed by the requestor, parent, or guardian)

I acknowledge Alberta Education's authority to collect the general information contained on this form and authorize Alberta Education to disclose my courses and marks information to the destination listed above and in accordance with the instructions I have provided. I understand that this request will be processed only if signed by the student or an authorized person.

Student signature		Date
If requesting on the behalf, please specify your relationship. I am the student's: <input type="checkbox"/> Parent (if the student is 18 or over in age, please attach a letter of authorization) <input type="checkbox"/> Guardian (provide proof of guardianship and if the student is 18 or over in age, please attach a letter of authorization)		Phone Number
Surname	Given Name(s)	Middle Name
Signature		Date

For Office Use Only

- Student
- Parent or Guardian

Driver's Licence Birth Certificate Passport Vital Statistics Other _____ Initial _____ Date _____

Address: _____ Phone: _____

General Information

1. ASAP: Issue as soon as possible. The request will be processed within a week of receipt.
1st: Issue after the 1st semester (January exams).
2nd: Issue after the 2nd semester (June exams).
SS: Issue after the summer school (August exams).
Now: Over the counter service only.
2. The Statement of Courses and Marks is intended as an information report to provide students with the information Alberta Education has available regarding their courses and marks.
3. The report contains three parts:
 - Part 1 *Courses and Marks Details* lists full information on all courses undertaken (passed and failed) and all diploma examinations written, presented in chronological order.
 - Part 2 *Transcript Details* provides the information that would appear on an Official Transcript, presented in the same format.
 - Part 3 *Transcript Request Processing Information* identifies the destinations to which transcripts have been sent for the last 12 months and the destinations for any pending requests.
4. Students who successfully complete Grade 12 and receive a High School Diploma will automatically be provided with a Statement of Courses and Marks with their Diploma.
5. The Statement of Course and Marks is intended for use by students. It is not the same as a Transcript, therefore, it will not be printed on special paper; it will not bear the provincial seal nor will it be sent to post-secondary institutions. For application and admission requirements, most post-secondary institutions require an Official Transcript and that it be forwarded directly by Alberta Education. Official Transcripts are only released by Alberta Education in accordance with a student's request.
6. Alberta Education is not in the practice of faxing, emailing or scanning.
7. Official Transcripts may be requested online at: <http://www.education.gov.ab.ca/learning/studentservices/> or by completing a Request for Official Transcripts form, which is available from your school or the Transcripts Unit of Alberta Education. There is a \$10.00 fee for each Transcript.

Office and Mailing Address

Alberta Education
Transcript and Diploma Unit
44 Capital Boulevard, 2nd floor
10044 – 108 Street NW
Edmonton, AB T5J 5E6

Phone and Fax

Phone: 780-427-5318
Fax: 780-422-2137

**To be connected toll free
(within Alberta) dial 310-0000**