

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) Act** and is being used for the processing, handling and issuance of the appropriate official transcripts in accordance with the information supplied on the form. Any questions concerning the collection of this personal information may be directed to the Manager, Student Records, 44 Capital Boulevard, 10044 – 108 Street NW, Edmonton, Alberta T5J 5E6 who may be reached at (780) 422-9337 or Toll Free at 310-0000 (within Alberta). **PLEASE PRINT CLEARLY IN INK. Read instructions at the back of this form.**

**Student Personal Information – This section MUST be completely filled in.**

Last Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss			Given Name(s)		
Previous Name, Maiden Name, or full name used while in high school (if applicable)					
Alberta Student Number		Date of Birth (yyyy/mm/dd)		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

**Transcript Information & Transcript Fees** (Time codes and Destination Codes are listed at the back of this form)

Time Code	Number of Copies	Destination Code	Language of Transcript (E/F)	Name of destination	Full Address of Destination

I would like to order \_\_\_\_\_ Official High School Transcripts (at \$10 each) for a total cost of \$ \_\_\_\_\_ .

**Payment Method**  Cash/Debit (in person only)  Cheque/money order payable to: Minister of Finance  Visa  MasterCard  
Do not post-date cheque.

Card Number		Expiry Date	
Cardholder Name		Signature	

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

I acknowledge Alberta Education's authority to collect the general information contained on this form and authorize Alberta Education to disclose my transcript information to the destinations listed above 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
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If requesting on the behalf, please specify your relationship. I am the student's:

- Parent
- Guardian

**If student is over the age of 18, the person requesting the change of address must have a power of attorney or a letter of authorization signed by the student.**

Surname		Given Name(s)		Middle Name	
Signature			Date		Phone Number

<b>For Office Use Only</b>		<input type="checkbox"/> Student		<input type="checkbox"/> Parent or Guardian	
<input type="checkbox"/> Driver's License		<input type="checkbox"/> Birth Certificate		<input type="checkbox"/> Passport	
<input type="checkbox"/> Address		<input type="checkbox"/> Vital Statistics		<input type="checkbox"/> Other	
Date _____				Initials _____	

## Instructions

1. If your surname (last name) has changed since you were last registered in an Alberta high school, please fill in the “Previous Surname” section of the form.

2. Use one of the time codes listed below to inform Alberta Education when your transcript(s) should be issued.

### Time Codes

ASAP

1<sup>st</sup>

2<sup>nd</sup>

SS

NOW

### Time of Issue

Issue as soon as possible. The request will be processed within a week of receipt.

Issue after the 1<sup>st</sup> semester (January exams)

Issue after the second semester (June exams)

Issue after summer school (August exams)

In person, ‘over the counter’ service

If you have a request that does not fit into these time codes or if you have a special request, please contact the Transcript Unit to make other arrangements.

3. Use the destination codes below to inform Alberta Education where your transcripts should be sent. If a code is listed, you do not need to fill in the name and address of the destination. If you are sending to a destination not listed, leave the destination code blank and fill in the name and address of the destination. If your transcript must be sent to a specific faculty at one of these institutions, fill in the destination code and the name, the faculty name and address of the destination.

**Please note that you do not have to request an official transcript when applying for a provincial Alexander Rutherford Scholarship.** The Students Finance Board acquires this transcript-related information directly from Alberta Education.

Dest. Code	Destination	Dest. Code	Destination	Dest. Code	Destination
001	Your current mailing address	034	King’s University College	166	Ryerson Polytechnic University
039	A.P.E.G.G.A.	688	Lakeland College, Lloydminster	027	S.A.I.T.
082	A.U.C.C. Awards	017	Lakeland College, Vermilion	074	St. Mary’s University College
200	Acadia University	628	Langara College	111	Simon Fraser University
038	Alberta College of Art	018	Lethbridge Community College	567	Thomson Rivers University
010	Augustana Faculty – University of Alberta	543	Vancouver Island University	002	University of Alberta/U of A Student Awards
114	B.C.I.T.	180	McGill University	210	U of A – Faculty of Extension
008	Bow Valley College	154	McMaster University	002	U of A - Faculte St. Jean
321	Brigham Young University	019	Medicine Hat College	112	University of British Columbia
122	Camosun College	020	Mount Royal College	003	University of Calgary/U of C Student Awards
117	Capilano College	037	N.A.I.T.	159	University of Guelph
124	CDI College	827	N.C.A.A. Initial Eligibility Centre	004	University of Lethbridge/ U of L Student Awards
138	Career College - Edmonton	007	Norquest College	171	University of Manitoba
151	Carleton University	021	Taylor University College	810	University of Northern BC
012	Concordia University College of Alberta	563	Vanguard College	161	University of Ottawa
182	Concordia University, Montreal	030	Northern Lakes College, Grouard	131	University of Regina
201	Dalhousie University	121	Okanagan College	130	University of Saskatchewan
088	Devry Institute of Technology	022	Olds College	162	University of Toronto, Admissions & Awards
120	Emily Carr - Art and Design	566	Ontario College	113	University of Victoria
013	Fairview College	031	Portage College	164	University of Western Ontario
014	Grande Prairie Regional College	155	Queen’s University	163	Waterloo University
015	Grant MacEwan University	026	Red Deer College	137	West College of Vet. Medicine
016	Keyano College	421	BYU - Idaho	158	York University

4. Use “E” for an English transcript or “F” for a French transcript. Please note that French transcripts will not be sent to post-secondary institutions.

5. Each transcript is \$10.00. There is no GST. You may pay by:

- Cash or Direct Payment. Please do not send cash, or debit card number through the mail.
- Cheque or money order. Please make the cheque payable to the Minister of Finance. Do not post-date cheque.
- Credit card (VISA or MasterCard). Please fill in the cardholder name as listed on the credit card, the card number and the valid from and to (expiry) dates on the card. If your card only has an expiry date, just fill in that date.

## General Information

1. Your Official Transcript will include the following information.

- The highest mark and credits received for each high school credit course completed in Alberta
- Alberta equivalencies resulting from the evaluation of out-of-province documents
- The results of examinations administered by Alberta Education

2. If you are sending a transcript to a post-secondary institution, you should check with the institution before the registration cut-off date to ensure your transcript has been received.

3. Some post-secondary institutions require two transcripts. Please check with the post-secondary institution to ensure you order the correct number of transcripts.

4. An information report called a Statement of Courses and Marks is available to students, on request, at no charge. It provides a complete list of courses taken. It also identifies the destinations to which Official Transcripts have been sent (within the last twelve months) and the destinations for pending requests. It is an information report only, not an official document and so will not be sent to post-secondary institutions or employers.

5. Alberta Education is not in the practice of faxing or emailing scanned. All Official Transcripts are mailed or sent electronically.

### Office and Mailing Address

Alberta Education  
Transcript and Diploma Unit  
44 Capital Boulevard, 2<sup>nd</sup> 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**

