

# Request for Official Transcripts

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 Information Services 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).

Transcripts can also be ordered online at <http://education.alberta.ca/students/transcripts.aspx>  
PLEASE PRINT CLEARLY IN INK. Read instructions on the back of this form.

**STUDENT PERSONAL INFORMATION - This section *must* be completely filled in.**

Surname (Last Name) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		Given Name(s)	
Previous Surname or Maiden name (if applicable)			
Alberta Student Number	Date of Birth (yyyy/mm/dd)	E-mail Address	Telephone Number ( )
Current Mailing Address			
City/Town		Province	Postal Code
Name of High School (either currently attending or most recently attended)			
City/Town of High School		Last Year Attended	Last Grade Attended

**TRANSCRIPT INFORMATION** (Destination Codes and Time Codes are listed at the back of this request form.)

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

**TRANSCRIPT FEES**

I would like to order \_\_\_\_\_ Official Transcripts (at \$10.00 each) for a total cost of \$ \_\_\_\_\_.

**PAYMENT METHOD**       Cash/Debit (in person only)       Cheque/money order payable to: Minister of Finance. Do not post-date cheques.       VISA       MasterCard

Card Number	Expiry Date:
Cardholder Name as printed on Credit Card	Signature:

**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 transcript information to the destinations 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 and appropriate fees remitted. Each request for a transcript fee refund will be subject to a \$10.00 administrative fee.

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

## 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 Code	Time of Issue
ASAP	Issue as soon as possible. The request will be processed within a week of receipt.
IST	Issue after the 1 <sup>st</sup> semester (January exams)
2 <sup>ND</sup>	Issue after the 2 <sup>nd</sup> semester (June exams)
SS	Issue after summer school (August exams)
NOW	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 College
200	Acadia University	628	Langara College	111	Simon Fraser University
038	Alberta College of Art	018	Lethbridge Community College	567	University College of the Cariboo
010	Augustana University College	543	Malaspina College	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	Career College - Calgary	827	N.C.A.A. Initial Eligibility Clearing House	004	University of Lethbridge/ U of L Student Awards
138	Career College - Edmonton	007	Norquest College	171	University of Manitoba
151	Carleton University	021	North American Baptist College	810	University of Northern BC
012	Concordia University College of Alberta	563	North West Bible College	161	University of Ottawa
182	Concordia University, Quebec	030	Northern Lakes College, Grouard	131	University of Regina
201	Dalhousie University	121	Okanagan University 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 College	026	Red Deer College	137	West College of Vet. Medicine
016	Keyano College	421	Ricks College	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 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.

<b>Office and Mailing Address</b>	<b>Phone and Fax</b>	
Alberta Education	Phone	(780) 427-5318
Transcript and Diploma Unit	Fax	(780) 422-2137
44 Capital Boulevard, 10044 – 108 Street NW		<b>To be connected toll free</b>
Edmonton, AB T5J 5E6		<b>(within Alberta) dial 310-0000</b>

## INSTRUCTIONS TO COMPLETE THE REQUEST FOR HIGH SCHOOL TRANSCRIPT

Read the instructions before completing the form:

- Please **PRINT** clearly in blue or black ink
- Alternate ways of ordering a high school transcript is as follows: (to mail or fax you can download our form from our website or submit a written request (please sign your completed form or written request):
  - On-line you can visit our website <http://education.alberta.ca/students/transcripts.aspx>
  - Mail (request form can be downloaded from the above website)
  - Fax (request form can be downloaded from the above website)
  - In-person (form can be obtained in the office)
  - Remember to sign request form and/or written request
- **'Student Personal Information'** section must be completely filled in.
  - Please visit our website for your 'Alberta Student Number, the link is:
  - <http://education.alberta.ca/students/asn.aspx>
- **'Transcript Information'** for 'destination codes and time codes they are listed on the back of the request form.
- **'Transcripts Fees'** section, please indicate how many transcripts you are ordering and the amount you are enclosing or authorizing us to charge. (There is a fee of \$10 per high school transcript ordered)
- **'Payment Method'** section;
  - Cash/Debit (do not mail in cash) (debit is only acceptable when coming in person)
  - Cheque/or money order is to be made payable to: Minister of Finance. Do not post-date cheques.
  - VISA (indicate the full 16 digits, expiry date and the name on the card)
  - MasterCard (indicated the full 16 digits, expiry date and the name on the card)
  - Please sign this section in order to authorize us to charge your credit card
- **'Student Authorization'** section is to be completed by the requestor, parent (if the student is under the age of 18), guardian or legal representative).
  - Signature and date is required
  - If signing on behalf of the student, please provide the following information;
  - An authorized letter must accompany the request from students over 18 year of age
  - If requesting on behalf of a student please specify your relationship. I am the students:
    - Parent (if student is 18 or over in age attach a letter of authorization)
    - Guardian (provide proof of guardianship and if student is 18 or over in age attach a letter of authorization)
  - Please indicate your 'Telephone Number'
  - Print your name (if not student)
  - If taking the document with you please show the following id:
    - Drivers License
    - Birth Certificate
    - Passport
    - Vital Statistics
    - Other \_\_\_\_\_
  - Sign the form and indicate date
- Note that on back of the request form there are 'Instructions' on what codes to use for;
  - Time of Issue
  - Destination (only mostly used Destinations listed)
  - General information such as our office and mailing address, phone number and fax