

INSTRUCTIONS TO COMPLETE THE DIPLOMA REISSUE REQUEST FORM

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