

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.

You can visit [myPass.alberta.ca](http://myPass.alberta.ca) the Alberta Education self-service website to instantly view and print proof documents. If you don't have online access, please complete this form.

**1. What sort of document are you looking for? (Check box that applies)**

- Proof of enrolment
- Proof of name\*
- Proof of age\*

\*If requesting document to show proof of name or date of birth for purpose of correcting a birth certificate, please specify the wrong name/date of birth (as it appears on your current birth certificate) and the correct name/date of birth (as you would like it to appear). See section 2(b).

**2(a). Personal Information (Please PRINT)**

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

**2(b). If requesting proof of name or date of birth, please complete this section**

Full name as it appears on your current birth certificate	Date of birth as it appears on your current birth certificate
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**3. School Information**

Grade	Year	School Name	Location (City/Town)

**4. Reason for requesting information (i.e. Pension, Old Age Security, Citizenship, etc.)**

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**5. Government Issued Documents**

- Requests will only be processed if accompanied with a copy of government issued identification (i.e. Driver's License, Passport, etc.)
- If student is under 18 or independent, the person requesting on the student's behalf must also provide a proof of guardianship (i.e. Long form/Full birth certificate, guardian certificate, or court order).

**Accompanied government issued documents must be scanned/photocopied and attached to this request.**

Signature of Applicant	Date
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Signature of Parent/Guardian or legal representative	Date
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You can use one of the following options to submit the signed and completed form including a copy of one or more of the required identity document(s).

Visit:

[Online Document Submission](#)

Or Mail:

Alberta Education  
 PASI & Student Records  
 44 Capital Boulevard  
 10044-108 Street NW  
 Edmonton, Alberta T5J 5E6

Contact information:

Email: [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca)  
 Phone: 780 427-5732 (for toll free access within Alberta first dial 310-0000)