

The personal information as defined in the **Freedom of Information and Protection of Privacy Act** (FOIPPA Act) that is collected on this form is collected pursuant to section 33(c) of the FOIPPA 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) 427-5732 or Toll free outside of Edmonton within Alberta by first dialing 310-0000.

Please visit [myPass](#) to request for your Credential Reprint. This form is to be used only if you don't have online access.

Student Personal Information (Please PRINT)

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

The following information is REQUIRED for verification purpose

Name of last Alberta High School attended	City/Town
Last Year Attended	Last Grade Attended

Language of document: English French

Student Authorization

I authorize Alberta Education to collect and update my address and personal information contained on this form in accordance with the instructions I have provided. I understand this request will be processed only if signed by myself (student) or an authorized person.

Student's Signature	Date
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If student is over 18, the person requesting on the student's behalf must provide proof of identification (parent, guardian or legal representative) and a copy of a power of attorney or a letter of authorization signed by the student.

Name	Relationship	
Signature	Date	Phone Number

Mail signed and completed form to:

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

Contact Information:

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