

Alberta Student Personal Information Change (PIC) Request

The personal information is collected pursuant to section 33(c), of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C. F-25). This information will be used to update or correct student personal information. Questions or inquiries regarding the collection and use of your personal information may be directed to the Student Records Representative, PASI and Student Records, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, Alberta T5J 5E6, or email to StudentRecords@gov.ab.ca or by telephone: 780-422-9337 (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

This form is intended for students who are not enrolled in Alberta’s Kindergarten to Grade 12 (K-12) school system and need to update their Name, Birthdate, Gender, Address and/or Phone number.

- If you are **not enrolled** in a K-12 school and **have internet access** you can visit the [myPass](#) self-service website to instantly update your Address, Email and/or Phone information online. If you need to update your Name, Birthdate or Gender, you must use this form.
- If you need to update your Name, Birthdate, Gender, Address and/or Phone information and **are enrolled** in a K-12 school, please contact your school to update your information.

Student Personal Information (Please PRINT)

Surname (Last Name)		First Name	Middle Name(s)
Previous Names (if applicable)		Date of Birth (yyyy/mm/dd)	Gender Male Female X unspecified
Alberta Student Number (ASN)	Phone Number	Email Address	
Current Mailing Address			
City/Town	Province	Postal Code	

The following information is REQUIRED to update your student record

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

One or more of the following documents MUST be provided to update your record

Please check off the document(s) you are providing (only photocopy is required)

- | | |
|--|--|
| <input type="checkbox"/> Alberta/Canadian Change of Name Certificate | <input type="checkbox"/> Canadian Citizenship Card |
| <input type="checkbox"/> Alberta/Canadian Birth Certificate | <input type="checkbox"/> Canadian Permanent Resident Card |
| <input type="checkbox"/> Alberta Driver’s/Operator’s License | <input type="checkbox"/> Canadian Certificate of Indian Status |
| <input type="checkbox"/> Alberta Identification Card | <input type="checkbox"/> Canadian Passport |

Student Authorization

I authorize Alberta Education to *collect and update my 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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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).

Electronic submission:
[Online Document Submission](#)

Requests received via email will not be processed.

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