



# Request for Statement of Courses and Marks

The personal information collected on this form is collected pursuant to Section 33© of the **Freedom of Information and Protection of Privacy Act (RSA 2000,c.F-25)** and is being used for the processing, handling and issuance of the Statement of Courses and Marks in accordance with the information supplied on the form. Any questions concerning the collection of this personal information may be directed to the 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).

Statement of courses and marks can also be ordered online at:

<http://education.alberta.ca/students/transcripts.aspx>

The Statement of Courses and Marks is an information report intended for use by students. It is **NOT** an official document.

**No fee is charged for this document.**

PLEASE PRINT CLEARLY IN INK. Read general information 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

**DELIVERY INFORMATION**

Time Code (please check one only)

ASAP Issue as soon as possible. The request will be processed within a week of receipt.

1<sup>st</sup> 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 Over the counter service only

Destination (Please check one only)

Mail to above address

Mail to name and address provided below

\_\_\_\_\_

\_\_\_\_\_

**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 courses and marks information to the destination 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.

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 (please print)	First Name	Middle Name
Signature		Date
For Office Use Only <input type="checkbox"/> Student <input type="checkbox"/> Parent or Guardian		
<input type="checkbox"/> Driver's Licence <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Vital Statistics <input type="checkbox"/> Other _____ Initial _____ Date _____		
<input type="checkbox"/> Address _____ <input type="checkbox"/> Phone ( ) _____		

## GENERAL INFORMATION

1. The Statement of Courses and Marks is intended as an information report to provide students with the information Alberta Education have available regarding their courses and marks.
2. The report contains three parts:
  - Part 1 *Courses and Marks Details* lists full information on all courses undertaken (passed and failed) and all diploma examinations written, presented in chronological order.
  - Part 2 *Transcript Details* provides the information that would appear on an Official Transcript, presented in the same format.
  - Part 3 *Transcript Request Processing Information* identifies the destinations to which transcripts have been sent for the last 12 months and the destinations for any pending requests.
3. Students who successfully complete Grade 12 and receive a High School Diploma will automatically be provided with a Statement of Courses and Marks with their Diploma.
4. The Statement of Course and Marks is intended for use by students. It is not the same as a Transcript, therefore, it will not be printed on special paper; it will not bear the provincial seal nor will it be sent to post-secondary institutions. For application and admission requirements, most post-secondary institutions require an Official Transcript and that it be forwarded directly by Alberta Education. Official Transcripts are only released by Alberta Education in accordance with a student's request.

Official Transcripts may be requested online at:

<http://www.education.gov.ab.ca/learning/student-services/> or by completing a Request for Official Transcripts form, which is available from your school or the Transcripts Unit of Alberta Education. There is a \$10.00 fee for each Transcript.

**Office and Mailing Address:**

Alberta Education  
Transcript and Diploma Unit  
Client Relationship Services Branch  
44 Capital Boulevard  
10044 – 108 Street NW  
Edmonton, AB T5J 5E6

**Phone:** (780) 427-5318

**Fax:** (780) 422-2137

**To be connected toll free  
(within Alberta) dial 310-0000**

Read the instructions before completing the form:

- Please **PRINT** clearly in blue or black ink
  
- Alternate ways of ordering a statement of courses and marks are 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>
  
- **'Delivery Information'** section is where you indicate the 'Time Code and Destination the document is to be sent to. Note: The Statement of Courses and Marks is NOT an official document. No Fee is charged for this document.
  - Time Code (please check only one):
    - ASAP = Issue as soon as possible. The request will be processed within a week of receipt.
    - 1<sup>st</sup> = Issue after the 1<sup>st</sup> semester (January exams if a currently registered student)
  
    - 2<sup>nd</sup> = Issue after the 2<sup>nd</sup> semester (June exams if a currently registered student)
  
    - SS = Issue after summer school (August exams if a currently registered student)
  
    - Now = Over the counter service only
  
    - Destination (Please check one only)
      - Mail to address indicated in 'Student Personal Information' section
      - Mail to name and address you provide other than home
  
- **'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 is 'General Information';

- Time of Issue
- Destination (only mostly used Destinations listed)
- General information such as our office and mailing address, phone number and fax