



Request for Statement of Courses and Marks

The personal information collected on this form is collected pursuant to Section 33(c) 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 Client Services 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

Surname (Last Name) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		Given Name(s)	
Previous Surname (if applicable)			
Alberta Student Number	Date of Birth (yyyy/mm/dd)	Telephone Number ()	
Current Mailing Address (If you want your address changed on permanent record please contact us – see reverse)			
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)
<input type="checkbox"/> ASAP Issue as soon as possible. The request will be processed within a week of receipt. <input type="checkbox"/> 1st Issue after the 1st semester (January exams) <input type="checkbox"/> 2nd Issue after the 2nd semester (June exams) <input type="checkbox"/> SS Issue after summer school (August exams) <input type="checkbox"/> Now Over the counter service only
Destination (Please check one only)
<input type="checkbox"/> Mail to above address <input type="checkbox"/> Mail to name and address provided below <hr/> <hr/>

STUDENT AUTHORIZATION (To be completed by the requestor, parent (if student is under the age of 18), guardian or legal representative.)

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 provide the following information:		Telephone Number ()
I am the student's: <input type="checkbox"/> parent <input type="checkbox"/> guardian <input type="checkbox"/> legal representative		
Surname (please print)	First Name	Middle Name
Signature		Date

GENERAL INFORMATION

1. The Statement of Courses and Marks is intended as an information report to provide students with the information Alberta Education has 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://education.alberta.ca/students/transcripts.aspx> 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 Coordinator
Information 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**