

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) Act** and is being used for the processing, handling and issuance of the appropriate official transcripts 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).

Transcripts can also be ordered online at <http://education.alberta.ca/students/transcripts.aspx>

PLEASE PRINT CLEARLY IN INK. Read instructions 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	

### TRANSCRIPT INFORMATION (Destination Codes and Time Codes are listed at the back of this request form.)

Time Code	Number of Copies	Destination Code	Transcript Language (E / F)	Name of Destination	Full Address of Destination

### TRANSCRIPT FEES

I would like to order _____ Official Transcripts (at \$10.00 each) for a total cost of \$ _____.	
<small>(No. of Transcripts)</small>	
<b>PAYMENT METHOD</b>	<input type="checkbox"/> Cash/Debit <input type="checkbox"/> Cheque/money order payable to: Minister of Finance. Do not post-date cheques. <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
<b>Complete the following section only if paying by credit card</b>	
Cardholder Name as printed on Credit Card	Signature:
Card Number	Expiry Date:

### 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 transcript information to the destinations 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 and appropriate fees remitted. Each request for a transcript fee refund will be subject to a \$10.00 administrative fee.

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 <i>(please print)</i>	First Name    Middle Name
Signature	Date

## INSTRUCTIONS

- If your surname (last name) has changed since you were last registered in an Alberta high school, please fill in the "Previous Surname" section of the form.
- Use one of the time codes listed below to inform Alberta Education when your transcript(s) should be issued.

Time Code	Time of Issue
ASAP	Issue as soon as possible. The request will be processed within a week of receipt.
IST	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	In person, 'over the counter' service.

If you have a request that does not fit into these time codes or if you have a special request, please contact the Transcript Unit to make other arrangements.

- Use the destination codes below to inform Alberta Education where your transcripts should be sent. If a code is listed, you do not need to fill in the name and address of the destination. If you are sending to a destination not listed, leave the destination code blank and fill in the name and address of the destination. If your transcript must be sent to a specific faculty at one of these institutions, fill in the destination code and the name, the faculty name and address of the destination.

**Please note that you do not have to request an official transcript when applying for a provincial Alexander Rutherford Scholarship.** The Students Finance Board acquires this transcript -related information directly from Alberta Education.

Dest. Code	Destination	Dest. Code	Destination	Dest. Code	Destination
001	Your current mailing address	034	King's University College	074	St. Mary's University
039	A.P.E.G.G.A.	688	Lakeland College, Lloydminster	111	Simon Fraser University
082	A.U.C.C. Awards	017	Lakeland College, Vermilion	021	Taylor University College & Seminary
200	Acadia University	628	Langara College	567	Thompson Rivers University
038	Alberta College of Art	018	Lethbridge Community College	002	University of Alberta/U of A Student Awards
054	Alberta Real Estate Association	543	Malaspina College	002	U of A - Faculte St. Jean
008	Bow Valley College	154	McMaster University	002	University of Alberta - Augustana
321	BYU- Utah	019	Medicine Hat College	112	University of British Columbia
421	BYU-Idaho	020	Mount Royal College	003	University of Calgary/U of C Student Awards
122	Camosun College	037	N.A.I.T.	159	University of Guelph
117	Capilano College	827	N.C.A.A. Initial Eligibility Centre	004	University of Lethbridge/ U of L Student Awards
124	CDI - Calgary	007	Norquest College	171	University of Manitoba
138	Career College	030	Northern Lakes College, Grouard	810	University of Northern BC
151	Carleton University	121	Okanagan College	161	University of Ottawa
012	Concordia University College of Alberta	022	Olds College	131	University of Regina
182	Concordia University, Quebec	566	Ontario College	130	University of Saskatchewan
201	Dalhousie University	031	Portage College	162	University of Toronto, Admissions & Awards
088	Devry Institute of Technology	155	Queen's University	113	University of Victoria
120	Emily Carr - Art and Design	026	Red Deer College	164	University of Western Ontario
013	Fairview College	166	Ryerson Polytechnic University	563	Vanguard College
014	Grande Prairie Regional College	027	S.A.I.T.	163	Waterloo University
015	Grant MacEwan College			137	West College of Vet. Medicine
016	Keyano College			158	York University
054	Alberta Real Estate Association				

- Use "E" for an English transcript or "F" for a French transcript. Please note that French transcripts will not be sent to post-secondary institutions.
- Each transcript is \$10.00. There is no GST. You may pay by:
  - Cash or Direct Payment. Please do not send cash through the mail.
  - Cheque or money order. Please make the cheque payable to the Minister of Finance. Do not post-date cheque.
  - Credit card (VISA or MasterCard). Please fill in the cardholder name as listed on the credit card, the card number and the valid from and to (expiry) dates on the card. If your card only has an expiry date, just fill in that date.

## GENERAL INFORMATION

- Your Official Transcript will include the following information.
  - The highest mark and credits received for each high school credit course completed in Alberta
  - Alberta equivalencies resulting from the evaluation of out-of-province documents
  - The results of examinations administered by Alberta Education
- If you are sending a transcript to a post-secondary institution, you should check with the institution before the registration cut-off date to ensure your transcript has been received.
- Some post-secondary institutions require two transcripts. Please check with the post-secondary institution to ensure you order the correct number of transcripts.
- An information report called a Statement of Courses and Marks is available to students, on request, at no charge. It provides a complete list of courses taken. It also identifies the destinations to which Official Transcripts have been sent (within the last twelve months) and the destinations for pending requests. It is an information report only, not an official document and so will not be sent to post-secondary institutions or employers.

### Office and Mailing Address

Alberta Education  
 Transcript Coordinator  
 44 Capital Boulevard, 10044 – 108 Street NW  
 Edmonton, AB T5J 5E6

### Phone and Fax

Phone (780) 427-5318  
 Fax (780) 422-2137

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