

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 780-427-5736 or Toll free outside of Edmonton within Alberta by first dialing 310-0000.

Personal Information (Please PRINT)

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

School Information

Grade	Year	School Name	Location (City/Town)

Government Issued Documents

- Requests will only be processed if accompanied with a copy of government issued identification (i.e. Driver's License, Passport, etc.)
Accompanied government issued documents must be scanned/photocopied and attached to this request.

Signature of Applicant	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).

Visit: [Online Document Submission](#)

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

Contact Information:
Email: StudentRecords@gov.ab.ca

Phone: 780 427-5732 (for toll free access within Alberta first dial 310-0000)