



DIPLOMA REISSUE REQUEST FORM

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 diploma 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).

PLEASE PROVIDE THE FOLLOWING INFORMATION

Legal Surname (Last Name)

Legal Given Name(s)

Previous Surname or Maiden Name (if applicable)

Date of Birth (yyyy/mm/dd)

Alberta Student Number (if known)

Address Line 1

Address Line 2

City/Town

Province

Postal Code

()

Home Phone Number

E-mail Address

Year Diploma
Awarded

Number of Copies
(Maximum 2)

High School attended when diploma awarded

Language of Document: English French

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 diploma 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.

Student Signature

Date

If requesting on behalf of the student, please specify your relationship. I am the student's:

- 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)

Telephone Number
()

Surname (please print)

First Name

Middle Name

Signature

Date

Submit completed form to: Alberta Education

44 Capital Boulevard, 10044 – 108 Street NW, Edmonton, Alberta T5J 5E6
 Phone: (780) 427-5318, Fax: (780) 422-2137 Call toll-free: 310-0000

For Office Use Only

- Student Parent or Guardian

Driver's Licence Birth Certificate Passport Vital Statistics Other _____ Initial _____ Date _____

Address _____ Phone () _____

INSTRUCTIONS TO COMPLETE THE DIPLOMA REISSUE REQUEST FORM

Read the instructions before completing the form:

- Please **PRINT** clearly in blue or black ink
- Alternate ways of ordering a high school transcript is 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>
- **'Transcript Information'** for 'destination codes and time codes they are listed on the back of the request form.
- **'Transcripts Fees'** section, please indicate how many transcripts you are ordering and the amount you are enclosing or authorizing us to charge. (There is a fee of \$10 per high school transcript ordered)
- **'Payment Method'** section;
 - Cash/Debit (do not mail in cash) (debit is only acceptable when coming in person)
 - Cheque/or money order is to be made payable to: Minister of Finance. Do not post-date cheques.
 - VISA (indicate the full 16 digits, expiry date and the name on the card)
 - MasterCard (indicated the full 16 digits, expiry date and the name on the card)
 - Please sign this section in order to authorize us to charge your credit card
- **'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 are 'Instructions' on what codes to use for;

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