

How to order your Alberta High School Transcript

We are only able to accept a **hard copy** of your official high school transcripts. To be considered official, transcripts must be sent directly to Mount Royal University in the original sealed envelope.

If you attended high school in Alberta, you can order your transcripts using one of the following methods:

Online

1. Visit the myPass website: <https://public.education.alberta.ca/PASI/myPass>
2. Sign up for an Education Account
You will require your Alberta Student Number to sign up. If you don't know your ASN, you can look it up here: <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/default.aspx>.
3. Alberta Education will send you a PIN by mail. Once you receive your PIN, return to [myPass](#) to order your transcript.
4. Follow the prompts to sign in to your account and order your transcript.

IMPORTANT: When choosing the recipient information, you must choose 'Other' from the options and write in the address below (**do not** choose Mount Royal University from the drop down menu):

CE Registration Services
Mount Royal University
4825 Mount Royal Gate SW
Calgary, AB T3E 6K6

You may also choose to have your transcript mailed to yourself. If you choose this option, please ensure that your transcript remains in its original sealed envelope for submission to MRU.

By Mail

You can order your transcript by mail by using the Request for Alberta Transcript of High School Achievement form included on the following page.

Completing the request form:

Name: If your surname (last name) has changed since you were in an Alberta high school, please complete the 'Previous Names' section on the form.

Alberta Student Number (ASN): If you don't know your ASN, you can look it up here: <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/default.aspx>.

Release Time: Enter one of the following in the 'Release Time' column to specify when you want your transcript issued.

- ASAP (as soon as possible)
- November
- January
- April
- June
- August

Payment information for mail-in request:

- There is a \$10.00 non-refundable processing fee for each transcript service provided.
- Payments accepted by cheque or money order made payable to the Government of Alberta (post-dated cheques are not accepted)

Request for Alberta Transcript of High School Achievement

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.

Student Personal Information (Please PRINT)

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

I authorize Alberta Education to update my address as specified on this form.

The following information is REQUIRED for verification purpose

Name of last Alberta High School attended	City/Town
Last Year Attended	Last Grade Attended

Transcript Request Details

Release Time	Number of Copies	School Code (Y/N)	Transcript Language (E/F)	Name of Destination	Full Address of Destination
		Y		CE Registration Services Mount Royal University	4825 Mount Royal Gate S.W. Calgary, Alberta T3E 6K6

Total Number of Transcripts ordered: _____ **Total Cost included:** _____ **Fee: \$10.00 per copy (Non-refundable)**
 Cheque or money order payable to the **Government of Alberta**. Exact payment is required.

Student Authorization

I authorize Alberta Education to disclose my Transcript of High School Achievement in accordance with the instructions I have provided. I understand this request will be processed only if signed by myself (student) or an authorized person.

Student's Signature	Date
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If student is over 18, the person requesting on the student's behalf must provide proof of identification (parent, guardian or legal representative) and a copy of a power of attorney or a letter of authorization signed by the student.

Name	Relationship	
Signature	Date	Phone Number

Submit Signed and Completed Form to:

Alberta Education
 44 Capital Boulevard
 10044-108 Street NW
 Edmonton, Alberta T5J 5E6

For Office Use Only

<input type="checkbox"/> Driver's License	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport	<input type="checkbox"/> Vital Statistics	<input type="checkbox"/> Other
Initials		Date		