



Calgary Board of Education

## Student Records Request and Authorization—Instructions

**Please Note: Records will not be released without a legible copy of your photo ID, birth date and signature**

**(1) Student Information:** Please provide your:

- Full legal name and all names by which you were known at the CBE;
- Date of birth;
- Mailing address if the requested records will be mailed;
- A phone number where Records Management can reach you should there be any questions regarding the request.

**(2) School Information:** Please state:

- the last school the student attended with the CBE;
- the last grade completed;
- the approximate year that grade was completed;
- Your Student ID number (if known)

**(3) Type of Records Requested:**

**Please Note:** If the records being requested are for a current student or one who was registered within the past 4 years, please **request the records directly from the last school attended.**

- **Unofficial Cumulative/Academic Transcript:** The CBE can provide former students' cumulative/academic transcripts. These are not official records.
- **Official Transcript:** Please contact Alberta Education at (780)427-5732 if an official transcript for post secondary education is required.
- **Testing and Psychological Assessments** Testing and psychological assessments can be requested from Records Management, however it is strongly recommended that the requestor contact the writer of the report or another qualified professional for an accurate interpretation of the assessment.
- **Complete Student File** Complete academic records may be requested. Records Management may notify you if record volumes are high. You may be asked to revise your request, or to view the folder on our premises.

**(4) Release**

If academic records are to be released to another individual, organization or institution, the former student must provide written authorization to permit the release. If you are acting on behalf of a former student, you must provide legal authorization to act on behalf of that individual.

**(5) Authorization**

This section must be completed by the student or authorized person requesting the records.

**For more information, please contact Corporate Records Management at (403) 294-8407**



# Student Records Request and Authorization

RM001 (2010)

**Mail completed form to:** Calgary Board of Education—  
Records Management 3610—9 Street SE Calgary, AB T2G 3C5

Calgary Board of Education

**Fax to:** (403) 294-8467

**Important:** We are unable to release records without a legible copy of your photo ID with birth date and signature. Please review instructions on the previous page.

*Please print*

## (1) Student Information

Full Name(s) at time of Attendance: \_\_\_\_\_ Date Of Birth YYYY MM DD

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Cell Number ( ) \_\_\_\_\_ Email \_\_\_\_\_

## (2) School Information

Last School Attended within the CBE: \_\_\_\_\_ Grade Completed \_\_\_\_\_ Year Completed YYYY \_\_\_\_\_ Student ID (if known) \_\_\_\_\_

## (3) Type of Records Requested

- Unofficial Cumulative/Academic Transcript
  Complete File  
 Other—Please Specify: \_\_\_\_\_
  Testing/ Psychological Assessment
- \_\_\_\_\_

## (4) Release

- Personal request  
 Please release my record to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Fax to: \_\_\_\_\_ Attention: \_\_\_\_\_

Three (3) page maximum

## (5) Authorization

I, \_\_\_\_\_ authorize the Calgary Board of Education's Records Management  
*Print name*

Department to release the records requested in section (3) in accordance with instructions given in section (4).

Print Name: \_\_\_\_\_ Date: YYYY MM DD Signature: \_\_\_\_\_

*Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP) and the School Act. This information will be used to search for academic records within the CBE's Records Centre and electronic student records database. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the collection, contact the Supervisor, Records Management— Calgary Board of Education 3610—9th Street SE, Calgary, AB, T2G 3C5 or telephone (403)294-8407*