



Records will not be released without a legible copy of your government issued photo ID with birth date and signature.

(1) Student Information | Please provide:

- 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:

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

(3) Type of Records Requested:

- **Unofficial Transcript**
The CBE can provide students' transcripts. These are not official records.
- **Official Transcript**
Please contact Alberta Education at 780-427-5732 if an official transcript is required.
- **Testing / Psychological Assessments / IPP**
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 student records may be requested. Records Management may ask you to revise your request if record volumes are high. You may be asked to provide an administrative fee for high volume records.

(4) Release

- If academic records are to be released to another individual, organization or institution, the 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 403-817-6175.



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

Please Print

(1) Student Information

Last Name(s) at Time of Attendance, First Name, Middle Name(s), Date Of Birth, Mailing Address, City, Province, Postal code, Telephone Number, Cell Number, Email

(2) School Information

Last School Attended within the CBE, Grade Completed, Year Completed, Student ID (if known)

(3) Type of Records Requested

Unofficial Transcript, Complete File, Testing / Psychological Assessment / IPP, Other—Please Specify

(4) Release

Personal Request, Please Release My Record to:

Mailing Address, City, Province, Postal Code

Fax to, Attention

Three (3) page maximum

(5) Authorization

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP) and the School Act.

I, _____ authorize the Calgary Board of Education's Records Management Department to release the records requested in section (3) in accordance with instructions given in section (4).

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

Signature, Date: YYYY MM DD

Mail completed form to:

OR

Email: recordsmanagement@cbe.ab.ca

Calgary Board of Education
Records Management
3610 - 9 Street S.E.
Calgary, AB T2G 3C5

Fax: 403-294-8467