 **Alberta Education**

 2nd Floor, 44 Capital Boulevard

 10044 – 108 Street

 Edmonton, Alberta T5J 5E6

 Canada

 www.education.alberta.ca

 {Processed Date}

 Alberta Student Number: {StudentASN}

{Recipient Name}

{Recipient Address}

Congratulations {Preferred name}!

You have satisfied the requirements for the {Diploma / Certificate Name}.

The following information is required when communicating with Alberta Education, Advanced Education and post-secondary institutions:

* Alberta Student Number (ASN): {StudentASN}
* Legal Name: {Student Legal name}
* Date of Birth: {Date of Birth}

Your student information is available through myPass at myPass.alberta.ca.

myPass is an Alberta Education secure self-service website for you to:

         Order high school transcripts

         View diploma exam marks

         Register to write or rewrite diploma exams with online payment

         View and print Detailed Academic Reports (DAR)

         View progress towards a high school credential (diploma or certificate)

         View/update student personal information

         Order additional copies of an awarded credential in English or French

         Request diploma exam rescores

To obtain access to myPass, visit myPass.alberta.ca and follow the instructions provided.

If further credential information is required, please contact:

Alberta Education Transcripts and Diplomas

Hours of Operation: 8:15am to 4:30pm Monday – Friday (Mountain Time)
Phone: (780) 427-5732 (for toll free access within Alberta, first dial 310-0000)

Email: StudentRecords@gov.ab.ca