

## **STUDENT RECORDS & STUDENT TRANSCRIPTS**

To avoid any delays in your continued study or work, be sure that you know which you need before submitting your request.

### **Student Record**

Student record includes information about a student while they attended an MHPSD school. You may need your student record when you apply to enter the military, continue your secondary education or need to provide evidence of English elementary education (for Bill 101 in Quebec).

#### **Obtain your Student Record:**

- If you are currently enrolled in an MHPSD school, please contact your school directly.
- Letters of Confirmation of Enrollment (for Canada Revenue Agency or Permanent Residency Application), if you are currently enrolled in an MHPSD school please contact your school directly. Student record services will be unavailable during the summer months.
- If you were previously a student, but are no longer enrolled in MHPSD, please contact the school that you last attended.

### **Student Transcript**

A Student Transcript is an official record of high school marks accepted by post-secondary institutions. This document is issued by Alberta Education and there is a fee for this service. Your school can provide you with an unofficial transcript (record of your marks), not available during July and August.

#### **Obtain your Official Student Transcript**

Diploma exam results are only available online via [myPass](#), Alberta Education's secure self-service website for high school students. Students who have not signed up for myPass when their diploma exam results are released will automatically be mailed a letter with instructions on how they can obtain access to myPass.

Using myPass, students will be able to:

- View and print diploma exam results statements.
- Order an Alberta Official Transcript of High School Achievement.
- View an unofficial copy of an ordered transcript.
- View progress towards a high school credential (diploma or certificate).

- View student personal information.
- View and print a detailed academic report (DAR).
- Order additional copies of a high school credential (diploma or certificate).

Visit [myPass.alberta.ca](https://myPass.alberta.ca)