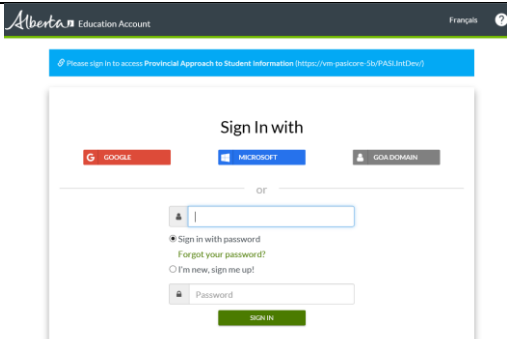
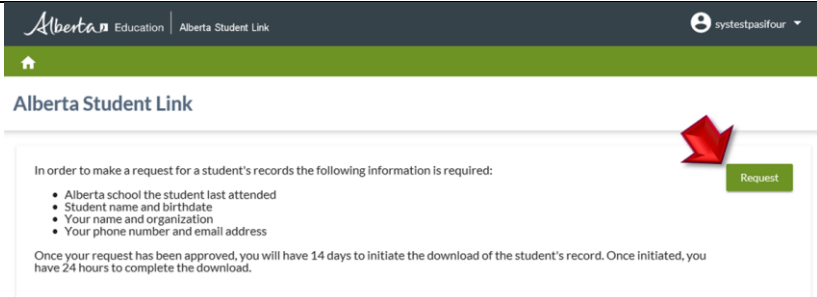
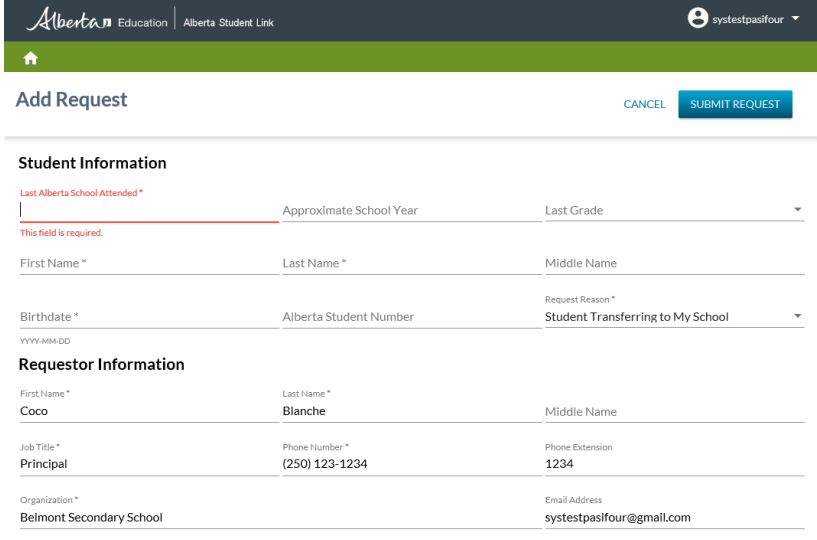


## Alberta Student Link

- Alberta Student Link is a self-service website for out-of-province schools and authorities to request access to a student's digital record.
- The Alberta Student Link website provides the ability to track the request and approved transfer of a student's digital record.

## Submit a Request

- Prior to submitting a request, ensure you have the student's name, birthdate and the name of the school in Alberta the student last attended (referred to as the 'Alberta school').
- The school will use the provided requestor information (name, organization and contact information) to verify the digital student record request.

|  |  |
|--|--|
| <p><b>Step 1: Access the Alberta Student Link</b></p> <ul style="list-style-type: none"> <li>• Access Alberta Student Link at <a href="https://StudentLink.Alberta.ca">StudentLink.Alberta.ca</a></li> <li>• An Alberta Education Account is required to access the Alberta Student Link website. Log in using your Alberta Education Account or select 'I'm new, sign me up!' to create a new account.</li> </ul>   |   |
| <p><b>Step 2: Select Request</b></p> <ul style="list-style-type: none"> <li>• The homepage of the Alberta Student Link lists the information required to complete the request.</li> <li>• Ensure you have the information and select <b>Request</b>.</li> </ul>  |  |
| <p><b>Step 3: Fill out the Alberta Student Link form.</b></p> <ol style="list-style-type: none"> <li>1. The <b>Student Information</b> section will be used by the Alberta school selected to ensure the correct student record is provided             <ul style="list-style-type: none"> <li>• Last Alberta school Attended – Type into the field and select the school from the list of options that appear.</li> <li>• Alberta Student Number is a unique student identifier. This field is optional. If provided, enter the student information.</li> </ul> </li> <li>2. <b>Requestor Information</b> section will be used by the Alberta school selected to verify the student record request</li> </ol> |  |

**Step 4: Select Submit Request.**

Alberta Education | Alberta Student Link systemspasfour

**Add Request** CANCEL SUBMIT REQUEST

**Student Information**

Last Alberta School Attended \*  
Glenmary School (Peace River)

Approximate School Year  
2017

Last Grade  
10 - Grade 10

First Name \*  
Jaune

Last Name \*  
Noir

Middle Name

Birthdate \*  
2001-01-01

Alberta Student Number

Request Reason \*  
Student Transferring to My School

YYYY-MM-DD

**Requestor Information**

First Name \*  
Coco

Last Name \*  
Blanche

Middle Name

Job Title \*  
Principal

Phone Number \*  
(250) 123-1234

Phone Extension  
1234

Organization \*  
Belmont Secondary School

Email Address  
systemspasfour@gmail.com

**Step 5: View submitted request**

- After a record is submitted the request appears in the Alberta Student Link homepage.
- To review the submitted request select the **View** icon.

Alberta Education | Alberta Student Link systemspasfour

**Alberta Student Link**

In order to make a request for a student's records the following information is required:

- Alberta school the student last attended
- Student name and birthdate
- Your name and organization
- Your phone number and email address

Once your request has been approved, you will have 14 days to initiate the download of the student's record. Once initiated, you have 24 hours to complete the download.

Request

EXPAND TO FULL SCREEN

EXPORT TO CSV

|  | Last Attended School          | ASN | Student Name   | Request Status (1) | Requested On Date   | Approved On Date    | Confirm |
|--|-------------------------------|-----|----------------|--------------------|---------------------|---------------------|---------|
|  | Glenmary School (Peace River) |     | Noir, Jaune    | Submitted          | 2018-04-23 01:35 PM |                     |         |
|  | Glenmary School (Peace River) |     | Nyx, Kaisha K  | Submitted          | 2018-03-13 04:19 PM |                     |         |
|  | Glenmary School (Peace River) |     | Bleu, Violette | Downloaded         | 2018-04-23 11:00 AM | 2018-04-23 01:10 PM | 0020-1  |

Count: 3

**Step 6: Review Request**

- Once a request is submitted, information entered cannot be modified.
- If an update to the request is required, select **"Cancel Request"** and follow steps 1 – 5 to resubmit the request.

Alberta Education | Alberta Student Link systemspasfour

**View Request** CANCEL REQUEST

**Student Information**

Last Alberta School Attended  
Glenmary School (Peace River)

Approximate School Year  
2017

Last Grade  
10 - Grade 10

Last Name  
Noir

First Name  
Jaune

Middle Name

Birthdate  
2001-01-01

Alberta Student Number

Request Reason  
Student Transferring to My School

**Requestor Information**

Last Name  
Blanche

First Name  
Coco

Middle Name

Job Title  
Principal

Phone Number  
2501231234

Phone Extension  
1234

Organization  
Belmont Secondary School

Email Address  
systemspasfour@gmail.com

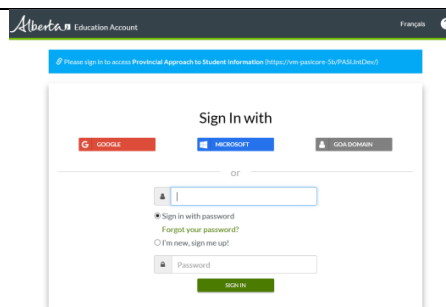
**Request Status**

## Retrieve Digital Student Record


- The requestor has 14 days from the date the request is approved to initiate the download of the student's digital record.
- To ensure the download period does not expire, establish a process to check the status of your requests as the website does not send out notification of approved requests.
- When approved requests expire prior to the download of the student's digital record, follow the steps to submit a new request.
- In instances where the download of a student's digital record is interrupted, the requestor will have the ability to complete the download within 24 hours of initiating the original download.

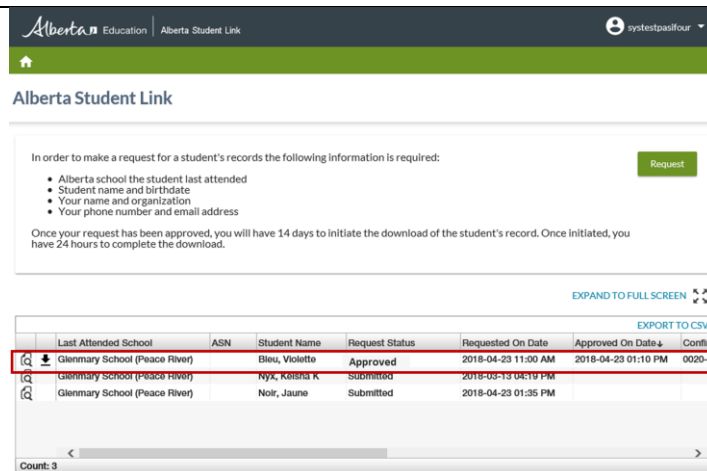
### Step 1: Access the Alberta Student Link

- Access Alberta Student Link at [StudentLink.Alberta.ca](http://StudentLink.Alberta.ca)
- Log in using your Alberta Education Account.



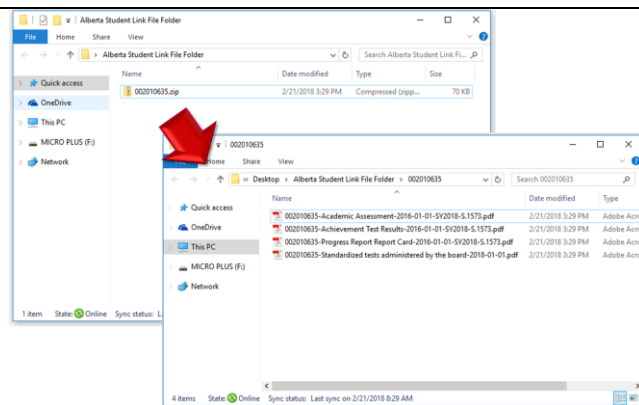
### Step 2: Retrieve Digital Student Record

- The request appears at the bottom of the homepage with a Request Status of Approve.
- Select the download icon  to initiate the download.
- Save the file to your computer.



### Step 3: Review Student's Digital Record.

- The digital student record file is in a ZIP format.
- Extract the documents and review the student's digital record.



## Contact

- For questions on the Alberta Student Link, please contact **PASI and Student Records** at [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca) or phone 780-422-9337 (for toll-free access within Alberta first dial 310-0000)