Alberta Student Personal Information Change (PIC) Request

The personal information is collected pursuant to section 33(c), of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C. F-25). This information will be used to update or correct student personal information. Questions or inquiries regarding the collection and use of your personal information may be directed to the Student Records Representative, Red Tape Reduction and Student Records, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, Alberta T5J 5E6, or email to StudentRecords@gov.ab.ca or by telephone: 780-422-9337 (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

This form is intended for students who are no longer enrolled in Alberta's Kindergarten to Grade 12 (K-12) school system or for students who do not have internet access but need to update their Name, Birthdate, Gender, Address, Phone, or Email information.

- If you **are not enrolled** in an Alberta K-12 school, but **have internet access and an active myPass account,** visit the myPass self-service website to update your Address, Phone, or Email information online. You must use this form if you need to update your Name, Birthdate, or Gender, or if you do not have internet access.
- If you **are enrolled** in an Alberta K-12 school, please contact your school office to update your Name, Birthdate, Gender, Address, Phone, or Email information.

Student Personal Information (Please PRINT clearly)

Surname (Last Name)	First Name	Middle Name(s)

Previous Names (if applicable)	Date of Birth (yyyy/mm/dd)	Gender Male ☐ Female ☐ X unspecified ☐

Alberta Student Number (ASN)	Phone Number	Email Address (will be used for myPass access)

Current Mailing Address		

City/Town	Province	Postal Code

The following information is REQUIRED to update your student record

Name of last **Alberta** High School attended	City/Town

Indicate what is to be updated on your student record

Address, Phone number and Email can be updated in myPass.

- ☐ Name (provide a marriage certificate if updating to a married surname)
- ☐ Date of Birth
- ☐ Gender
- ☐ Address
- ☐ Phone Number
- ☐ Email

One of the following documents MUST be provided to update your record

Please check off the document(s) you are providing (only photocopy is required)

- ☐ Alberta/Canadian Change of Name Certificate
- ☐ Alberta/Canadian Birth Certificate
- ☐ Alberta Driver's/Operator's License
- ☐ Alberta Identification Card
- ☐ Alberta/Canadian Marriage Certificate
- ☐ Canadian Citizenship Card
- ☐ Canadian Permanent Resident Card
- ☐ Canadian Certificate of Indian Status
- ☐ Canadian/ Foreign Passport
- ☐ Other Government issued identification

Student Authorization

I authorize Alberta Education *to collect and update my personal information* contained on this form in accordance with the instructions I have provided. I understand this request will be processed only if signed by myself (student) or an authorized person.

Student's Signature	Date

You can use one of the following options to submit the signed and completed form including a copy of one or more of the required identity document(s).

Visit:
Online Document Submission

Or Mail:
Alberta Education
Red Tape Reduction and Student Records
44 Capital Boulevard
10044-108 Street NW
Edmonton, Alberta T5J 5E6

Contact Information:
Email: StudentRecords@gov.ab.ca

Phone: 780 422-9337 (Dial 310-0000 to be connected toll-free from outside the Edmonton area)

Requests received via email will not be processed