

## 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.**

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### 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

**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  
systestpasifour@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.

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### 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.

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### View Request

[CANCEL REQUEST](#)

**Student Information**

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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  
systestpasifour@gmail.com

**Request Status**