Wetaskiwin Regional Public Schools changed the way we handle Student Record Requests. Please use our Student Record Request System (SRRS) which allows for the secure transfer of student records via an online request system.

**REGISTER on our SRRS system:**

**NAVIGATE** to our district website (www.wrps.ab.ca), and **SELECT** the appropriate school from the “Schools” drop-down menu on the top right of the home page:

**SELECT** the SRRS short cut link from the bottom of each school’s web page in the “QuickLinks” drop-down menu:
If this is your first time to our SRRS site, you will need to register. **SELECT** “Register” from the bottom of the log in page.

**NOTE:** Once you set up your account, you can use your account information for all the school sites, but you do have to submit your request on each of the school’s sites.

**COMPLETE** the following registration form:

**NOTE:**
- **Passwords have to be at least 9 characters long.**
- **Passwords will need to be used again to retrieve the student records.**

**REQUEST** **Electronic Student Record**

Once you’ve completed your account registration, you can log in to your account. You are then able to place your request:

**NOTE:**
- **ASNs must be the full 9 digits or your request will not go through.**
- **Once you’ve submitted your request, the school will process the request and you will receive an email notification once it is processed. You will then be able to log in to your account and retrieve the student record files.**

If you have any questions regarding this process, please contact the school you are requesting the records from.