

Student Documents - Alberta Student Link

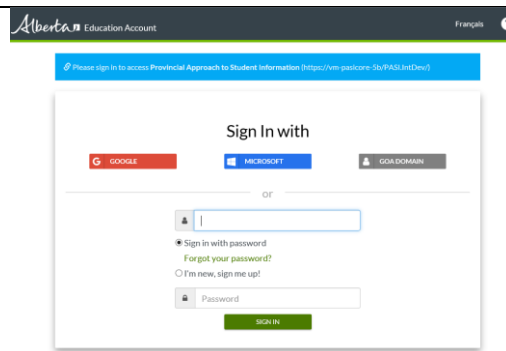
- Alberta Student Link is a self-service website for out-of-province schools and authorities to request access to a student's digital record.
- The Alberta Student Link website provides the ability to track the request and approved transfer of a student's digital record.

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.

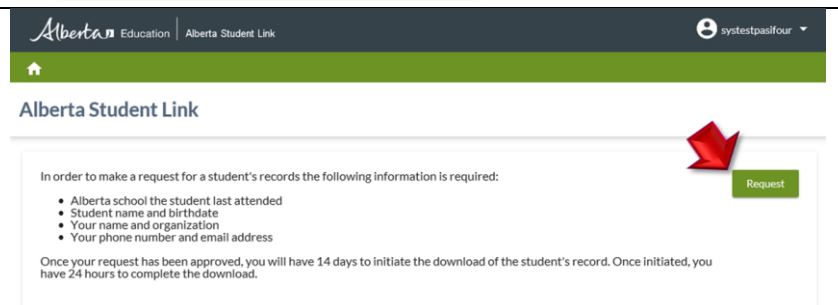
Step 1: Access the Alberta Student Link

- Access Alberta Student Link at StudentLink.Alberta.ca
- 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.



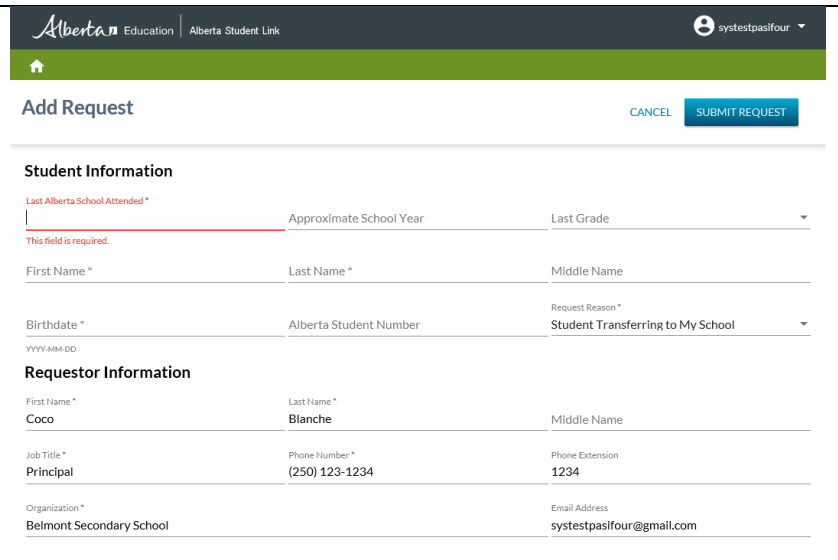
Step 2: Select Request

- The homepage of the Alberta Student Link lists the information required to complete the request.
- Ensure you have the information and select **Request**.

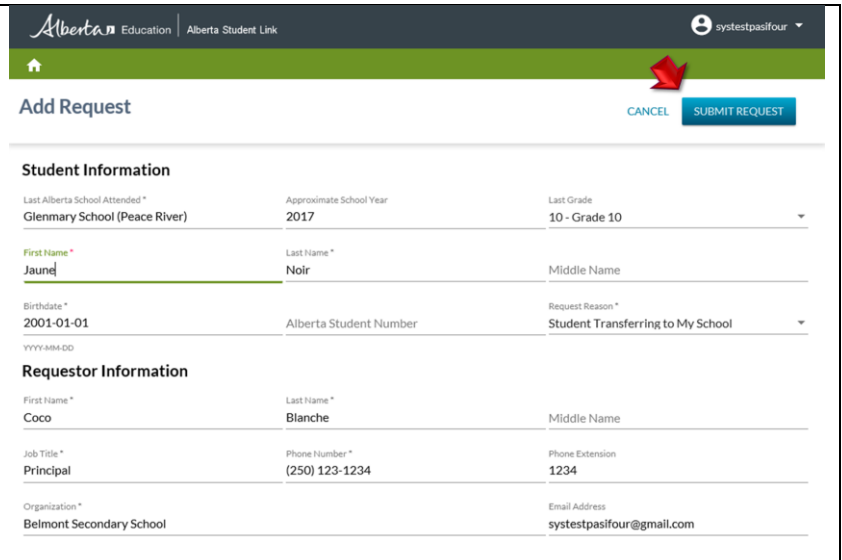


Step 3: Fill out the Alberta Student Link form.

1. The **Student Information** section will be used by the Alberta school selected to ensure the correct student record is provided
 - Last Alberta school Attended – Type into the field and select the school from the list of options that appear.
 - Alberta Student Number is a unique student identifier. This field is optional. If provided, enter the student information.
2. **Requestor Information** section will be used by the Alberta school selected to verify the student record request



Step 4: Select **Submit Request**.



Alberta Education | Alberta Student Link

Home

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

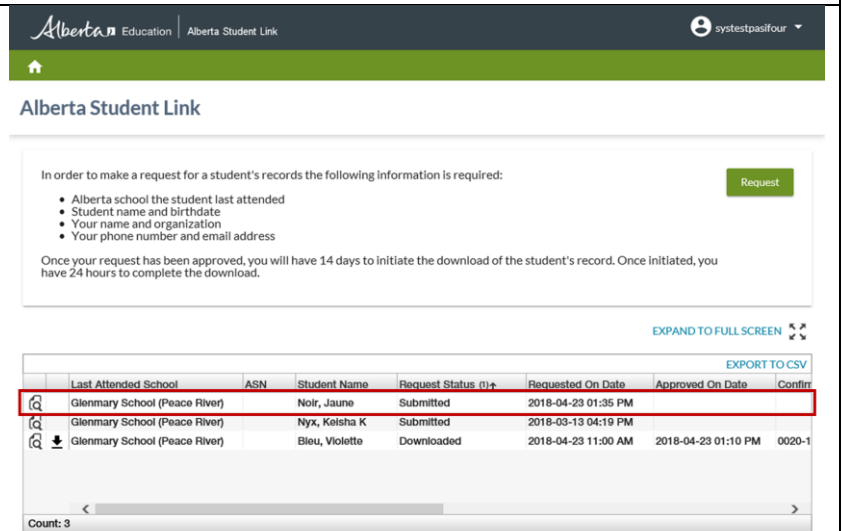
Phone Extension
1234

Organization *
Belmont Secondary School

Email Address
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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Home

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.

EXPAND TO FULL SCREEN

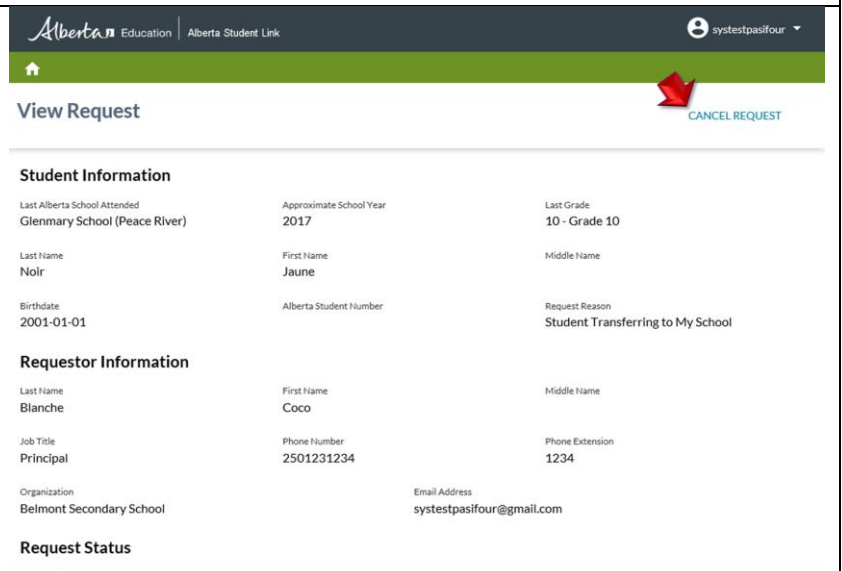
EXPORT TO CSV

	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

Home

View Request CANCEL REQUEST

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Last Alberta School Attended
Glenmary School (Peace River)

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10 - Grade 10

Last Name
Noir

First Name
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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

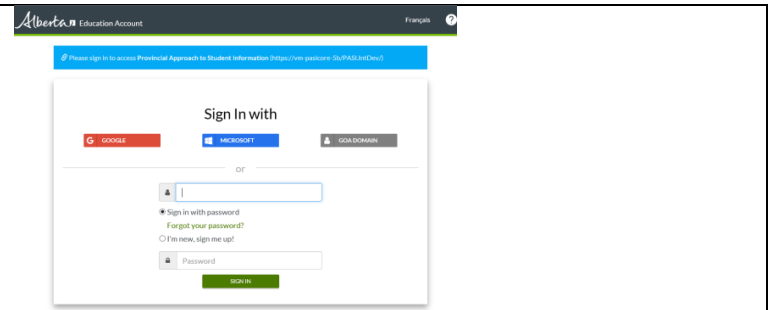
Request Status

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.
- The requestor will receive an email notification when the ASL request is approved.
- 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.

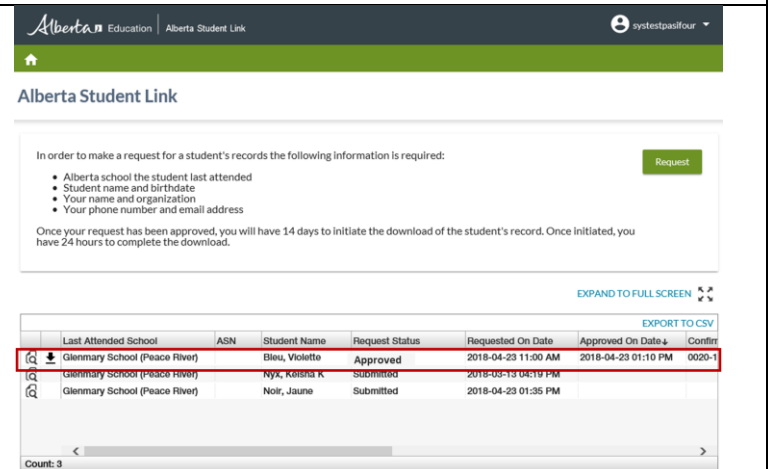
Step 1: Access the Alberta Student Link

- Access Alberta Student Link at StudentLink.Alberta.ca
- 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.

