

Student Record Request System

User Guide

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Purpose of the Student Record Request System (SRRS)

As required by the School Act of Alberta, and the Student Record Regulation, student records must be transferred to other school jurisdictions upon request, when the student has registered with them.

Edmonton Public Schools manages the student record as a digital record, and the Student Record Request System is designed to securely transfer the digital student record.

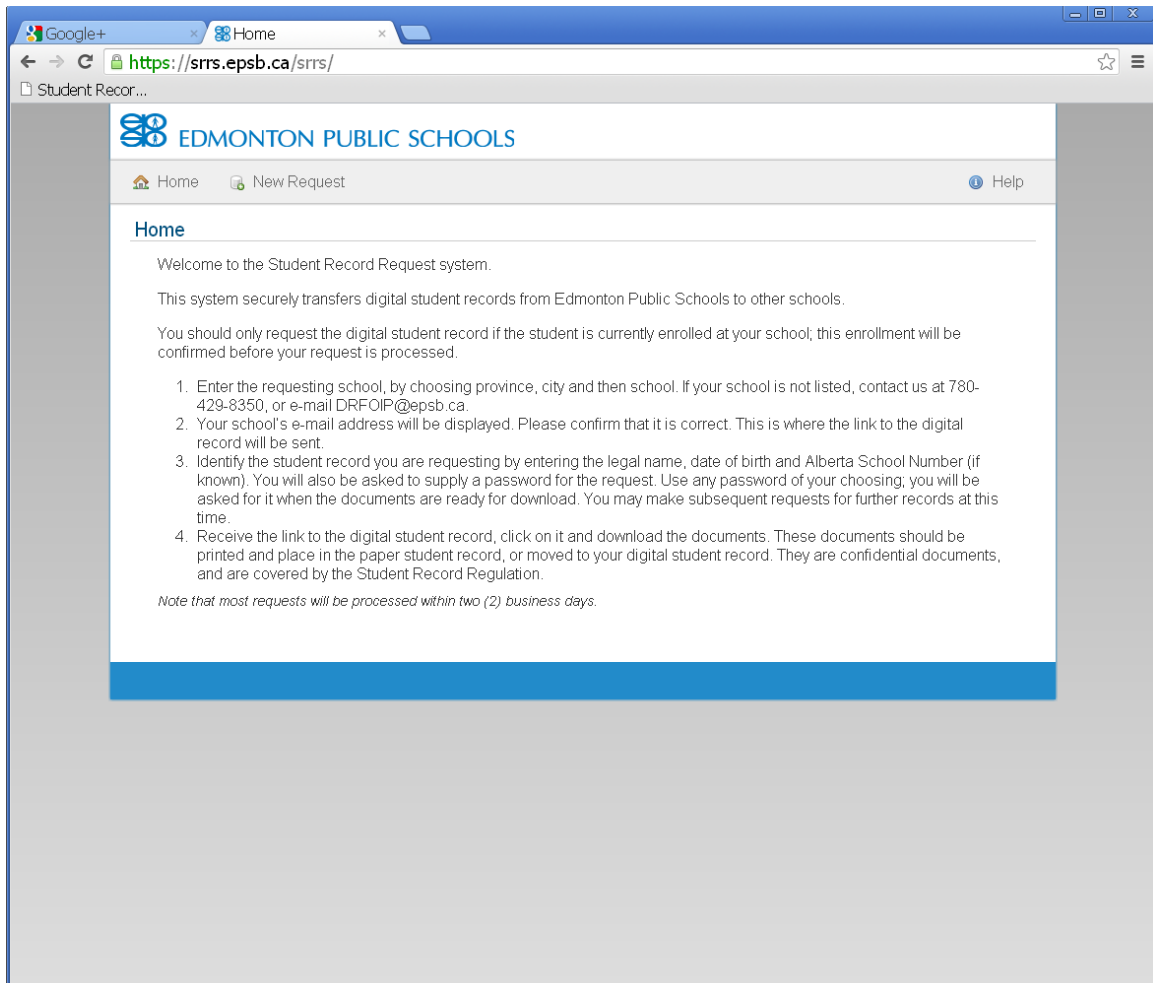
Transferring the record digitally means that the documents are transferred in a timely fashion, and the receipt of the documents can be confirmed. Receiving school boards can manage the documents digitally, by storing the documents into a digital system, or by printing the documents and placing them in a paper folder.

Step by step process to request a student record

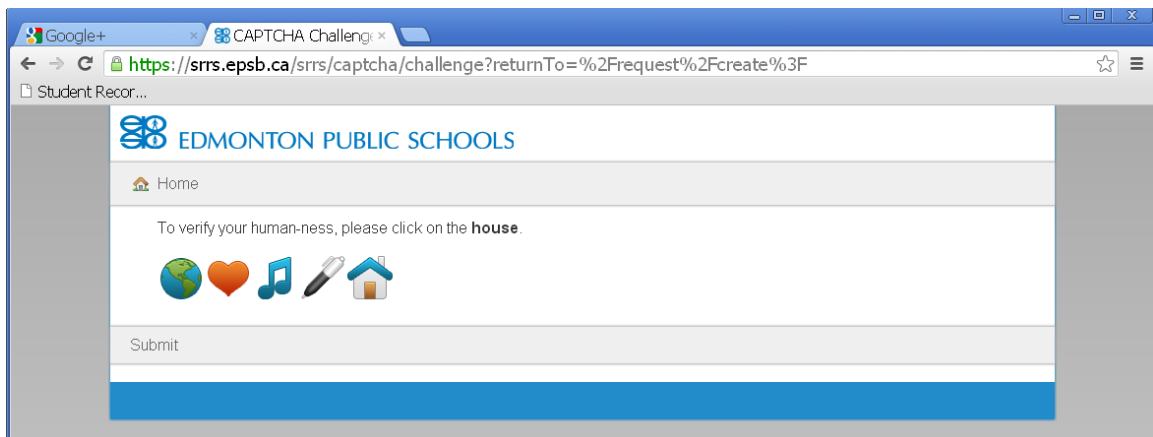
1. Register the student with your school. In Alberta, ensure that the registration has been uploaded to the PASI system.
2. Go to <https://srrs.epsb.ca>
3. Click on the requested symbol. This feature prevents hacking attacks on the system.
4. Enter the province of the requesting school. (By requesting school we mean the school where the student is currently registered – your school)
5. Pick the city of the requesting school from the pull down list. This list is only available once you have selected a province.
6. Pick the requesting school from the drop down list. If your school is not listed, email Central.records@epsb.ca with these details: Province, city and name of

- your school, along with phone number and email. We will add the school to the database after it has been confirmed (expect a call from us).
7. The email address we have on file for that school will be displayed. This is where the link to the records will be sent. You may update the email by entering it twice. We will contact your school by phone to confirm that this email is valid.
 8. Enter a contact name (usually this is the first name of the individual who is requesting the student record)
 9. Enter a password that you will remember. You can re-use the password for multiple requests.
 10. Enter the student's information – legal first and last name, date of birth and Alberta School Number (if known).
 11. Click the check box that indicates that the student is currently in attendance at your school.
 12. Click "submit".
 13. If you have additional student record requests, click on new request. The school and contact data will be preloaded in the form.
 14. For students within Alberta, the registration of the student will be confirmed using PASI, and then the request will be approved. An email will be sent, with a link to the records.
 15. Open the email and click on the link. Enter the password you submitted when you created the request. The digital student record will be available as a ZIP file that you can download. Download the file, and save it or print it as required. See the next section for an explanation of file names.
 16. The digital file will be deleted in 10 days from the system, so it must be retrieved within that period.
 17. The file can only be downloaded to one IP address.

Screen shots of process



Click on “New Request” to request a student record. Then click on the symbol, as requested.



Request Screen – School Information

The screenshot shows a web browser window with the URL <https://srrs.epsb.ca/srrs/request/create?>. The page header includes the Edmonton Public Schools logo and navigation links for Home and Help. The main content area is titled 'New Request' and contains a form for 'Your School Information'. The form includes the following fields:

- Province: A dropdown menu with the text 'Select Province'.
- City: A dropdown menu with the text 'Select City'.
- Your School: A dropdown menu with the text 'Select School' and a link for 'School Missing?'.
- Contact Name: A text input field.
- Create Password: A text input field with a note: 'This is the password you will use later to access the requested documents.'
- Confirm Password: A text input field with a note: 'Confirm your password.'

Below the form is a checkbox with the text: 'If the email displayed is unknown, incorrect or you require any additional help with this request, please check this box.'

Select the province that your school is in. If you are from Outside Canada, choose the option "OC" for Outside Canada

This screenshot shows the same 'New Request' form as the previous one, but with the 'Province' dropdown menu open. The dropdown menu lists the following options:

- Select Province
- AB
- BC
- MB
- NB
- NL
- NS
- NT
- NU
- OC
- ON
- PE
- QC
- SK
- YT

The rest of the form fields and the checkbox are visible in the background.

Once you have selected a province, you can then choose a city in that province.

Google+ x New Request x
← → C https://srrs.epsb.ca/srrs/request/create?
Student Recor...

EDMONTON PUBLIC SCHOOLS

Home

New Request

Your School Information

Province AB

City Select City

Your School * Select City

Contact Name * Airdrie, AB

Create Password * Alix

Confirm Password * Alliance

If the email displayed is unknown, inc

Requested Student Information

Legal Name * Arrowwood

Given Name * Ashmont

ASN

After the city has been selected, the schools of that city should be listed.

Google+ x New Request x
← → C https://srrs.epsb.ca/srrs/request/create?
Student Recor...

EDMONTON PUBLIC SCHOOLS

Home

New Request

Your School Information

Province AB

City Banff

Your School * Select School

Contact Name * Banff Community High School

Create Password * The Banff Centre, Arts Programming

Select your school. Your school's email will be displayed, if known. If the email is unknown, or incorrect, you may enter the email correctly.

New Request - Windows Internet Explorer

File Edit View Favorites Tools Help

Convert Select

https://test-srrs.epsb.ca/srrs/request/create?

Favorites Suggested Sites District Links Student Links Google ITS Orbit Staff Room Staffzone

New Request

EDMONTON PUBLIC SCHOOLS

Home

New Request

Your School Information

Province AB

City Banff

Your School * The Banff Centre, Arts Programming [School Missing?](#)

Contact Name *

Create Password * This is the password you will use later to access the request

Confirm Password * Confirm your password.

Information On Record

Email Unknown

Confirm Email Unknown

New Request - Windows Internet Explorer

File Edit View Favorites Tools Help

Convert Select

https://test-srrs.epsb.ca/srrs/request/create?

Favorites Suggested Sites District Links Student Links Google ITS Orbit Staff Room Staffzone

New Request

EDMONTON PUBLIC SCHOOLS

Home

New Request

Your School Information

Province AB

City Banff

Your School * The Banff Centre, Arts Programming [School Missing?](#)

Contact Name *

Create Password * This is the password you will use later to access the request

Confirm Password * Confirm your password.

Information On Record

Email banff@sd73.ab.ca

Confirm Email banff@sd73.ab.ca

If the email displayed is unknown, incorrect or you require any additional help with this request, please check this box.

If you change or enter an email, we will call the school to ensure that the email is valid before we process the request.

New Request

Your School Information

Province: AB

City: Banff

Your School: The Banff Centre, Arts Programming School Missing?

Contact Name: Sam

Create Password: •••••• This is the password you will use later to access the requested documents.

Confirm Password: •••••• Confirm your password.

Information On Record

Email: banff@sd73.ab.ca

Confirm Email: banff@sd73.ab.ca

If the email displayed is unknown, incorrect or you require any additional help with this request, please check this box.

Enter your name (so when we call the school we know who to contact) and create a password for your request – make sure it is something you will remember. You may use the same password for multiple requests.

Request Screen – Student Information

Enter the student’s legal last name, their legal first name and either their date of birth and/or their Alberta School Number. If you have both the date of birth and the ASN, enter both.

Requested Student Information

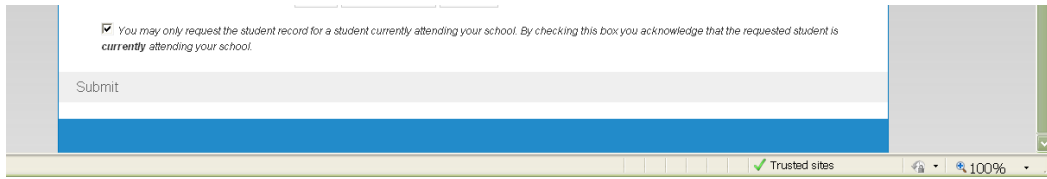
Legal Name: Smith

Given Name: John

ASN: 123456789

DOB: 24 August 1988

Check off the box that indicates that the student is currently attending your school, and then click “submit”.

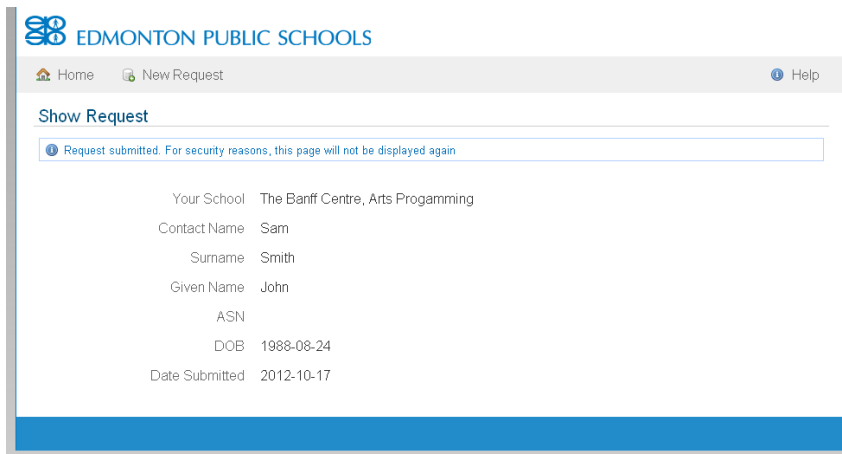


You may only request the student record for a student currently attending your school. By checking this box you acknowledge that the requested student is **currently** attending your school.

Submit

Trusted sites 100%

Show Request Screen – summary of your request



EDMONTON PUBLIC SCHOOLS

Home New Request Help

Show Request

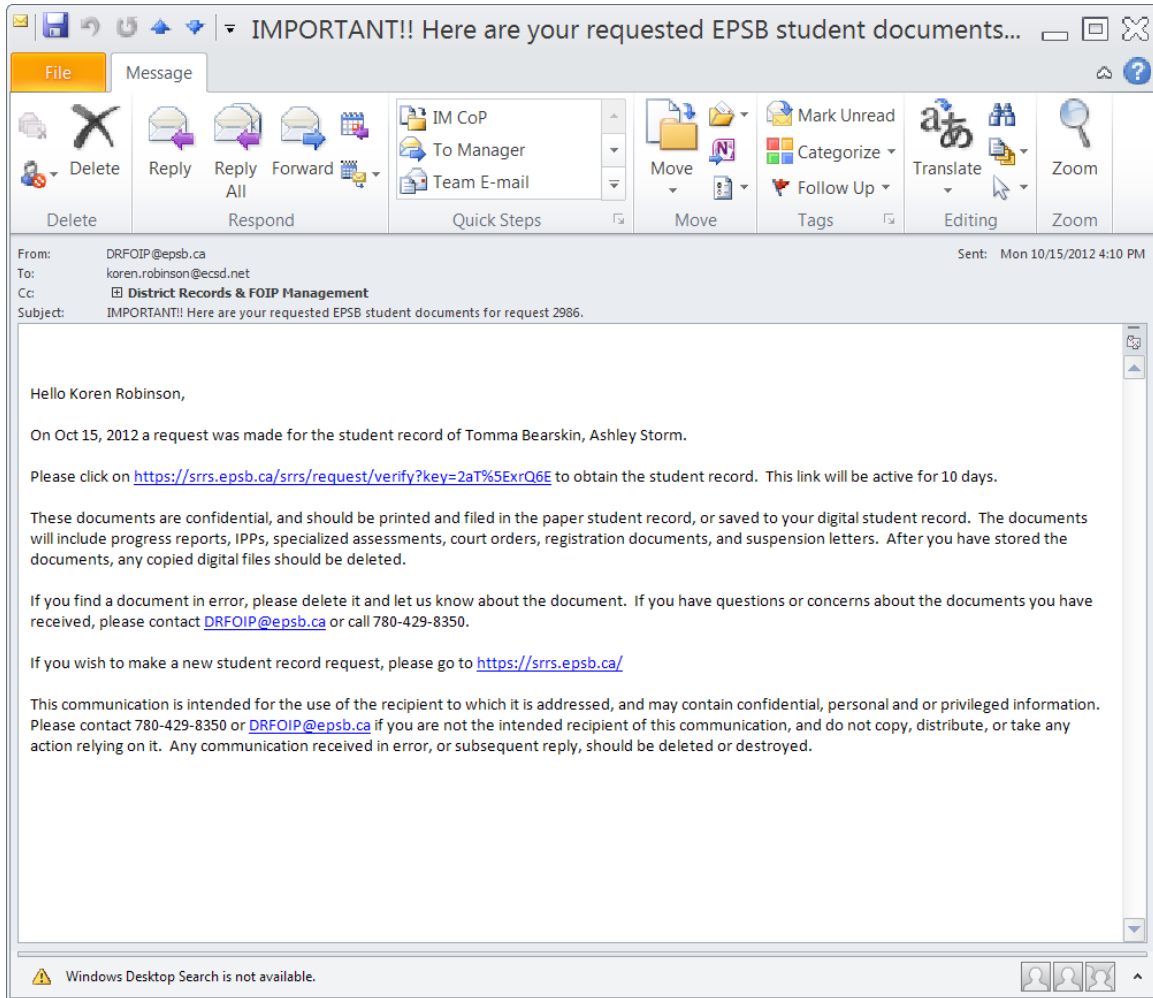
Request submitted. For security reasons, this page will not be displayed again

Your School	The Banff Centre, Arts Programming
Contact Name	Sam
Surname	Smith
Given Name	John
ASN	
DOB	1988-08-24
Date Submitted	2012-10-17

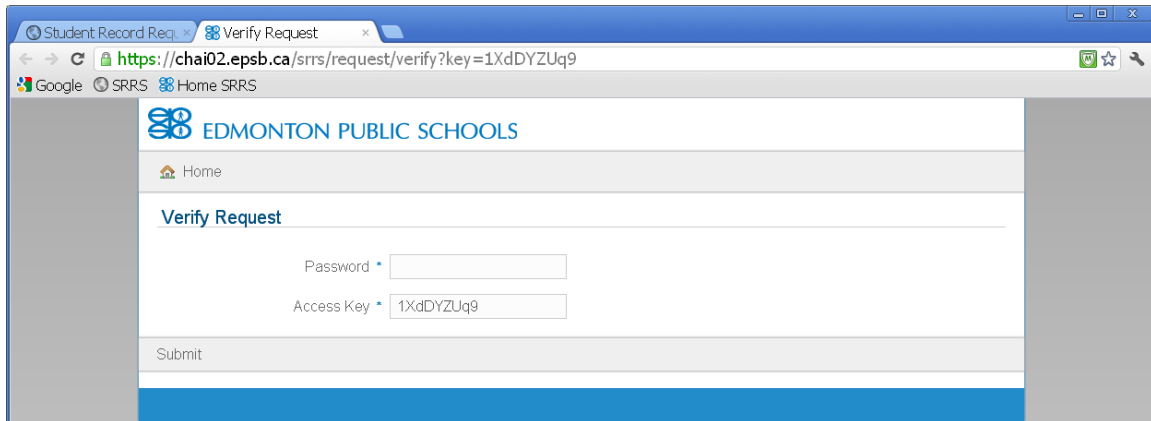
Click on “new request” to request more student records from EPSB. The school and contact information will be retained.

Email with link to the digital records

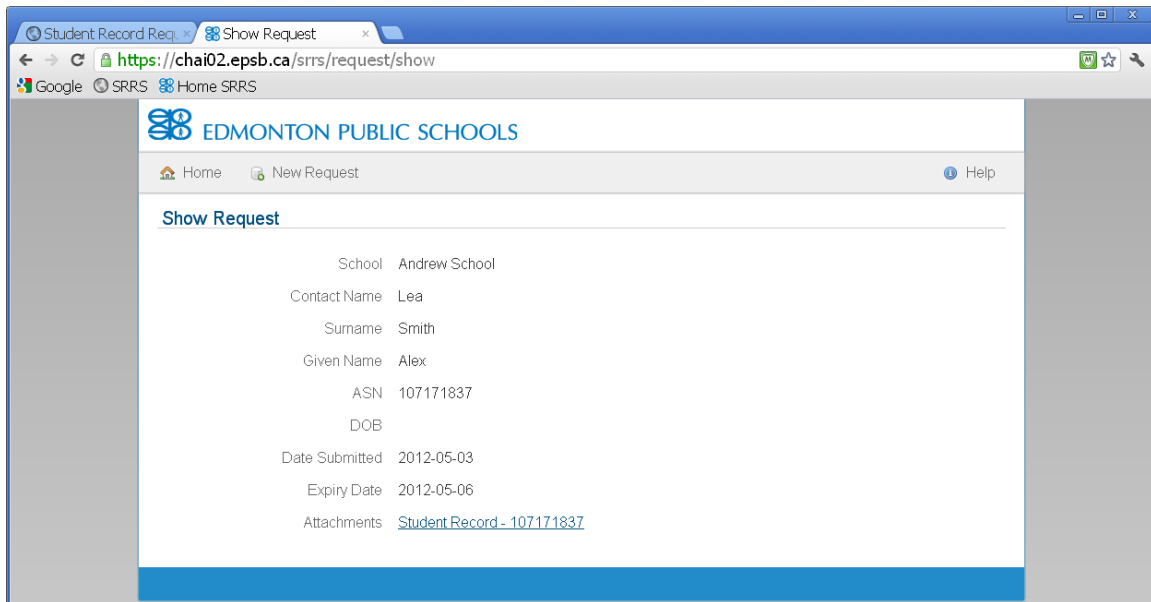
Expect an email within 2 business days with a link to the digital records. The email subject line will say: IMPORTANT!! Here are your requested EPSB student documents.



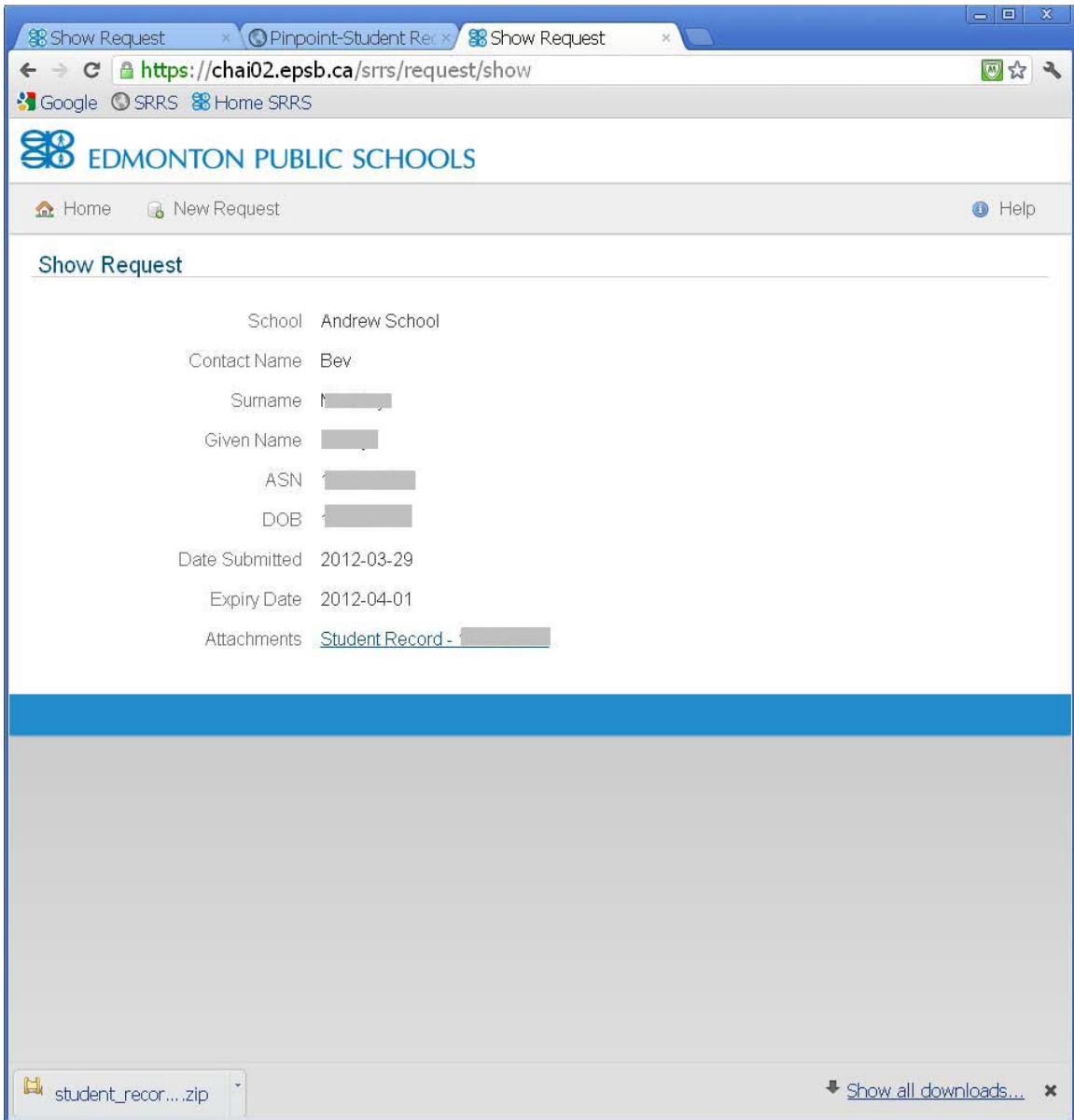
Click on the link provided and enter your password.



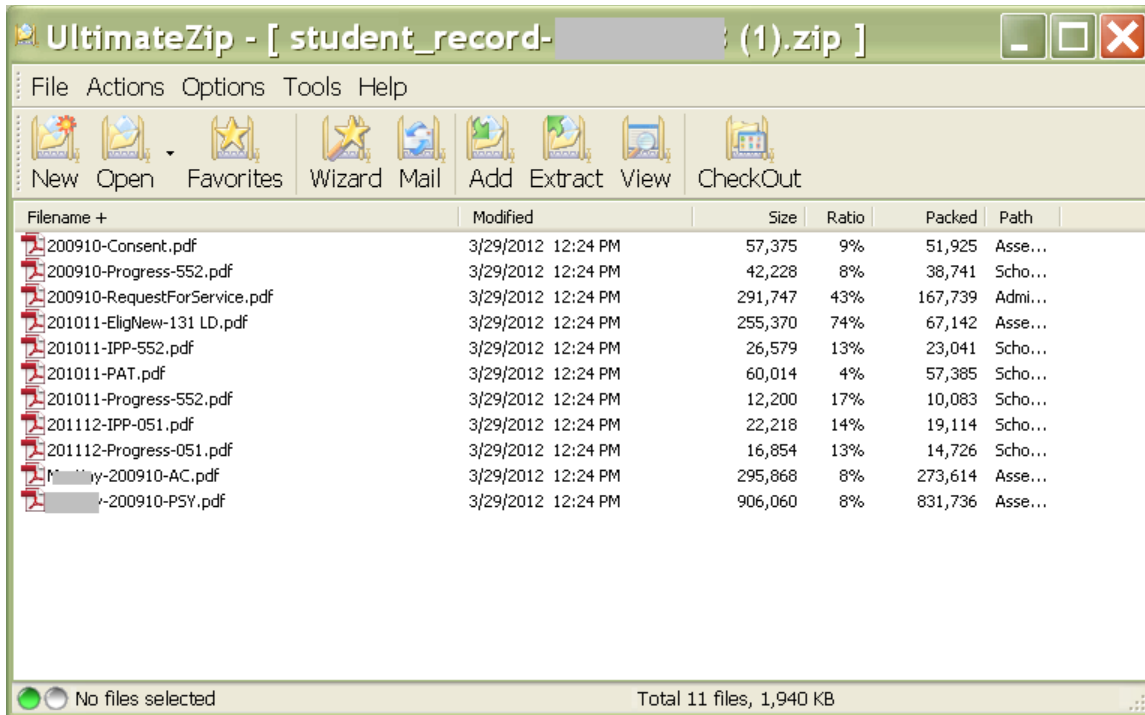
You will be taken to the following screen



Click on the underlined attachments to access the zip file with the digital documents for this student. Often the Zip file appears in the lower left corner of the screen.



Open the zip file, and print or save the documents – you will have 10 days access. The documents cannot be accessed from another computer once they have been opened.

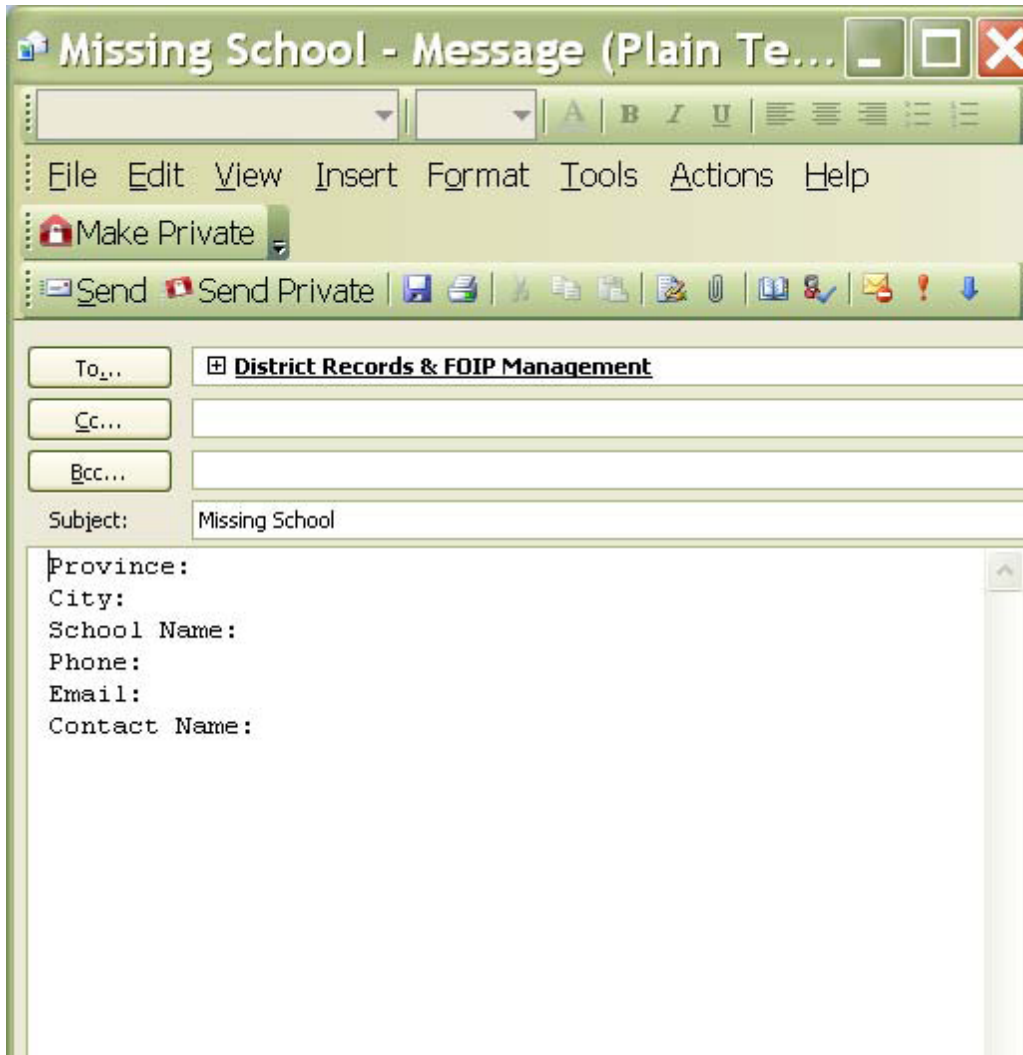


Issues and Difficulties

a) Missing school

It is possible that the requesting school is not available on the database. If so, it must be added to the database before the request can be made. The requestor should click on the "missing school?" link.

Clicking on the link will open up an email addressed to District Records and FOIP Management and with a template of the required fields. We will confirm the school information provided and then update the spreadsheet with the information. We will email you to let you know when this has been done.



b) Insufficient information to identify student

To identify the student, we require the legal first and last name and either the Date of Birth or the ASN (Alberta School Number). If this is not provided, you will receive an error message. The system will also check the accuracy of the ASN.

New Request

If you do not provide the ASN, a DOB is required
If you do not provide the DOB, an ASN is required

Requesting School InformationProvince City School * *School Missing?*Contact Name * Create Password *

Information On Record

Email Unknown

 If the email displayed is unknown, incorrect or you require any additional help with this request, please check this box.

Requested Student InformationSurname * Given Name * ASN DOB

- c) No email associated with selected school.
In the example above, no email is known for the selected school. In this case, the box must be checked off – so District Records staff will determine the correct email address.
- d) Help is required

An on-line help guide is provided, but if you need additional help, call us at 780-497-7489 or email Central.records@epsb.ca.