

May 27, 2019

For parents of students enrolled in Secondary IV or V in General Education in the Youth Sector

Dear Sir/Madam:

**Subject: Creation of an account for the new online academic record service launched by the Ministère de l'Éducation et de l'Enseignement supérieur**

Students are now able to consult an online academic record service to view their marks and diplomas earned in secondary school and Vocational Training.

The process is quite simple. Students are asked to click on the *Online services* section of the [education.gouv.qc.ca](http://www.education.gouv.qc.ca) website to create an account.

Students will then be prompted for certain personal information, such as their **permanent code** and **file number**, which allow us to identify them. If students do not already have this information, the educational institution can help them obtain it.

**Students enrolled in General Education in the Youth Sector are strongly encouraged to create their account before the end of the school year.** Their marks will be made available starting July 5, 2019, and they will be able to access them right away.

Students enrolled in **Adult General Education** or **Vocational Training** can create their account at their convenience. Please note that only one account can be opened per permanent code.

If students encounter any technical difficulties while creating or consulting their account, they can contact the Service des renseignements généraux of the Ministère de l'Éducation et de l'Enseignement supérieur:

418-643-7095, for calls in the Québec City area

1-866-747-6626, for calls from other areas

Select "Contact us" on [www.education.gouv.qc.ca](http://www.education.gouv.qc.ca)