

## STUDENT REGISTRATION FORM (K – 12)

**(PLEASE PRINT)**

### REGISTRATION INFORMATION

#### STUDENT INFORMATION

Student's Legal Last Name:	Student's Legal Given Name(s):	Student's Alberta Student Number:
<b>Student Also-Known-As (if different than above)</b>		
Last Name:	Given Name(s):	Date of Birth: (MM/DD/YYYY)
Street Address:	City:	Province: Postal Code:
Home Phone Number:	Mailing Address (if different than street address):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/>
Citizenship: Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student's E-mail address:	
Citizenship, <i>if not Canadian</i> : (This section does not need to be filled out if student is Canadian). Permanent Resident/Landed Immigrant <input type="checkbox"/> Child of Canadian Citizen <input type="checkbox"/> Child of Individual Lawfully Admitted to Canada for Permanent or Temporary Residence <input type="checkbox"/> Other <input type="checkbox"/> _____		Student Visa Authorization <input type="checkbox"/> Student Visa Expiry Date: (MM/DD/YYYY) (Attach Copy)
<b>NOTE: The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document must be given along with this form in order to register. A photocopy will be placed in the Student Record.</b>		
Name of Official Document (please specify): _____ Copy Attached <input type="checkbox"/>		

#### SCHOOL INFORMATION

Name of School at which student is registering:	Grade Entering:	Start Date: (MM/DD/YYYY)
Program Requested: (Please check one) Regular English Program <input type="checkbox"/> French Immersion Program <input type="checkbox"/> Special Education <input type="checkbox"/> Logos Program <input type="checkbox"/> Cogito <input type="checkbox"/> Late French Immersion <input type="checkbox"/> International Baccalaureate <input type="checkbox"/> Advanced Placement <input type="checkbox"/>		Kindergarten Preference: a.m. <input type="checkbox"/> p.m. <input type="checkbox"/> full-day <input type="checkbox"/>
If you require yellow bus transportation services, please contact transportation @ (780-460-3712) or e-mail <a href="mailto:transportation@spschools.org">transportation@spschools.org</a>		
(If Applicable) Name of Previous School Attended:	Grade Completed:	School Withdrawal Date: (MM/DD/YYYY)
Address of Previous School:	Phone Number of Previous School:	Fax Number of Previous School:
A copy of the student's most recent report card would be appreciated. Yes, I have attached one <input type="checkbox"/> No, I have not attached one <input type="checkbox"/>		

## LEGAL GUARDIAN INFORMATION

#1. Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other <input type="checkbox"/> (please specify):				#2. Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other <input type="checkbox"/> (please specify):											
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Ms. <input type="checkbox"/> Miss <input type="checkbox"/>		Dr. <input type="checkbox"/>		Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Ms. <input type="checkbox"/> Miss <input type="checkbox"/>		Dr. <input type="checkbox"/>					
Last Name:				First Name:				Last Name:				First Name:			
Street Address (Note "same" if not different from student's – page 1):								Street Address (Note "same" if not different from student's – page 1):							
City:		Province:		Postal Code:		Country:		City:		Province:		Postal Code:		Country:	
Home Phone Number:				Business Phone Number:				Home Phone Number:				Business Phone Number:			
Cell Phone Number:				Other:				Cell Phone Number:				Other:			
Email: _____@_____								Email: _____@_____							

## CUSTODY/GUARDIANSHIP INFORMATION

Student lives with Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Guardian <input type="checkbox"/> Foster Home <input type="checkbox"/> Independently <input type="checkbox"/> Other <input type="checkbox"/> (If other, please explain):
Are there any Court Orders affecting guardianship rights, custody, or access to the student? Yes* <input type="checkbox"/> No <input type="checkbox"/> * If Yes, the school must be supplied with a copy of the Court Order (with the court seal evident). A photocopy will be placed in the Student Record. Copy Provided <input type="checkbox"/>

## EMERGENCY CONTACTS

It is essential that you provide the names and phone numbers of individuals who have given their permission to be contacted in the case of emergency (other than parents/guardians listed above).				
Name:	Relationship to Student:	Home Phone Number:	Business Phone Number:	Cell Phone Number:
Name:	Relationship to Student:	Home Phone Number:	Business Phone Number:	Cell Phone Number:
Name:	Relationship to Student:	Home Phone Number:	Business Phone Number:	Cell Phone Number:
Name:	Relationship to Student:	Home Phone Number:	Business Phone Number:	Cell Phone Number:

## MEDICAL INFORMATION

Does your child have any medical conditions or allergies the school should know about or that may affect his/her attendance at school? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give a brief description:	
Doctor's Name (optional):	Doctor's Phone Number (optional):

## SPECIAL NEEDS INFORMATION

Does your child have any physical, intellectual, behavioral or emotional needs which would impact our ability to provide an appropriate educational program? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please, please explain:	
Has your child had any previous special needs testing or assistance? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide program name and contact:	

## DECLARATIONS

### INDEPENDENT STUDENT STATUS

#### Students 18 years of age and older, or “living independently”:

The *School Act* defines an independent student as someone who is (i) 18 years of age or older; **or** (ii) 16 years of age or older **and** (a) who is living independently, or (b) who is a party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*.

Do you qualify for status as an “Independent Student” under the definition of the *School Act*? Yes  No  If yes, please attach proof of independent status. (If claiming independent student status, you may complete this form and register in the school district without parental consent).

### ABORIGINAL SELF-IDENTIFICATION

If you wish to declare the student is Aboriginal, please select one:

First Nation (Status)  First Nation (Non-Status)  Métis  Inuit

For further information, please refer to <https://education.alberta.ca/system-supports/results-reporting/> or contact Alberta Education at 780-427-8501

If you have questions regarding the collection of student information by the school board, please contact the St. Albert Public School Board Superintendent Krimsen Sumners at 780-460-3712

### SECTION 23 ELIGIBILITY (FRANCOPHONE EDUCATION)

According to the *School Act* and section 23 of the Canadian Charter of Rights and Freedoms, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/legal guardian is:

- a resident of Alberta and;
- French was the first language learned, and is still understood, by at least one parent; or, one or more of the parents, or
- one or more of their children have received, or are receiving instruction in a French first language program or school in Canada (this does not include a French Immersion program).

Do you claim entitlement to a Francophone education under the terms of the *School Act*?  Eligible  Ineligible

**NOTE:** In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional Authority. To exercise your Section 23 rights you must enroll your child with a Francophone Regional Authority.

The provincial Student Record Regulation requires St. Albert Public Schools to release certain demographic information about the student and parent to the local Francophone Education Board upon written request from that school jurisdiction.

### ADDITIONAL ENROLMENT INFORMATION

The following questions are asked to assist in program placement and to assist in communication in an emergency.

Is English the student's first language? Yes  No   
What language is mainly spoken at home?

### DECLARATION BY LEGAL GUARDIAN (OR STUDENT, IF STUDENT IS LIVING INDEPENDENTLY)

I hereby declare I have read and understood the information contained on this Student Registration Form and that the information I have provided above is true, accurate and complete. I accept responsibility to advise the school if there are any changes to this information.

(Signature Required)

Name (Please Print):

Signature:

Date (MM/DD/YYYY):

## FOIP NOTIFICATION

*Freedom of Information and Protection of Privacy (FOIP) Act*  
Collection of Personal Information Notice under s. 34 of the FOIP Act

The FOIP Act, which came into effect for school boards on September 1, 1998, sets controls and standards on how public bodies, such as school boards, collect, use and disclose personal information that is in their custody or under their control.

The FOIP Act requires that school boards collect personal information directly from individuals the information is about, that these individuals be provided with the legal authority for the collection, be explained the purpose of the collection and how the information will be used, and be provided a contact person should they have any questions relating to this activity.

The information collected on this form as part of the school registration process is personal information as referred to in the FOIP Act. This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to [section 33\(c\)](#) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

This information will be made available to employees of St. Albert Public Schools and the Board of Trustees within the scope of their roles and responsibilities, and to individuals working with the children in schools and Alberta Education, on a need to know basis. Please read the following information about the types of activities for which personal information is collected. The information will be used for authorized programs and activities that are vital to a healthy, well functioning school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In such cases, please contact the principal of the school where your child attends to discuss your concerns.

The uses to which the personal information collected on the registration form may be put, which are considered part of a vital, healthy and well functioning school are listed below. In order to assist the Board in maintaining a vital and healthy environment, participation of all students is important and encouraged. The activities where personal information may be used are:

- The use of student's name, photograph or comments about the student in the school calendar, newsletter, year book, graduation book or other school publications.
- The taking of individual, class, club or team photos for school purposes and the use of student photos for the issuance of student identification cards and student report cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or district sites or at school or district sponsored displays within the community; provided that a copyright consent form has been signed respecting the works created by each student.
- The use of student names, related contact information and telephone numbers for absenteeism verification, for kindergarten parents' information or for distribution to parents regarding field trips.
- The use of family name and address information for the purpose of satisfaction surveys.
- The use of student names' for recognition purposes on honour rolls, at graduation ceremonies, and for scholarships or receipt of other awards or for birthday recognition purposes within the school or jurisdiction.
- The use of student names on class lists posted for the purpose of class placement for the coming school year.
- The use of student names and academic information necessary for determining eligibility or suitability for provincial federal or other types of awards or scholarships in the event the Board applies on the student's behalf.

- The use of student's name, address, parental and emergency contact information, for the provision of transportation services.
- The taking of photos and/or videos of classroom or other school sponsored activities and their use by the media or other organizations where students are not identified by name or face, or interviewed. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to such events taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes outside the school.
- The taking of photos or videos of classroom or other school activities by school board personnel or agents for non-profit and educational purposes, where the material will be used within the school. Where individual students are identified or interviewed and the material is to be used outside the school, separate and specific consents will be required. You will be contacted prior to such events taking place.
- The public may access school newsletters through the respective school websites. The newsletters regularly include news items such as student activities, sports clubs and recognition of students who have received awards. Student names and/or pictures may also be included.

The information collected on the student registration form is required to allow the Board, through its administrators to make such decisions as are necessary in order for it to fulfill its obligation to provide students with an appropriate education program, to provide a safe and secure environment, to protect the student's rights and to determine eligibility for particular programs and the funding available both under the *School Act* and Regulations and through the *Charter of Rights and Freedoms*.

The information will be made available to employees of St. Albert Public Schools, its authorized agents, and the Board of Trustees, within the scope of their roles and responsibilities, and to individuals working with the students in schools and to Alberta Education on a need to know basis.

The information will be used for authorized programs and activities that are a part of normal school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In this case, please contact the principal/administrator at the school where your child attends or the District's FOIP Coordinator, Michael Brenneis, Associate Superintendent of Finance at 60 Sir Winston Churchill Avenue, St. Albert, AB, T8N 0G4, phone (780) 460-3712.

If you wish to request that your child's personal information be **withheld** for any reason, please contact the **school principal directly**.

**I have read St. Albert Public Schools FOIP Notification and understand that my child's personal information will be used to provide an educational program that meets their needs and provides a safe and secure school environment.**

Student's Name:

Guardian's Name:

Guardian's Signature (or student's, if living independently):

Date (MM/DD/YYYY):

## LEGAL GUARDIANSHIP

Effective October 2005, amendments to the *School Act* provide that a “parent” is:

- the guardian as set out in section 20 of the Family Law Act (“FLA”); or
- the guardian appointed under Part 1 Division 5 of the Child, Youth and Family Enhancement Act or Section 23 of the FLA

(which definition governs the vast majority of situations); or

- the individual who has care and control of the student if the student’s guardian resided in Alberta and has changed residence so that it is outside of Alberta or unknown; or
- the guardian appointed under a temporary or permanent guardianship order or agreement under the Child, Youth and Family Enhancement Act; or
- the Minister of Justice and Attorney General if the student is in custody.

While a parent is usually the legal guardian of their child, that is not always the case. Guardianship rights can be shared by parents or can be lost. As a student’s right to attend any particular school is based upon the residence of the “parent”, and as it is the parent who exercises the various powers, responsibilities and entitlements as a guardian under the *School Act*, it is important that a school board determine who the legal guardians are for any particular child.

The FLA provides that, subject to any order of a court regarding guardianship of the child, the mother and father of the child are both the guardians of the child where the mother and the father:

- were married to each other at the time of the birth of the child; or
- were married to each other and the marriage was terminated by a decree of nullity of marriage, or a judgment of divorce granted less than 300 days before the birth of the child; or
- married each other after the birth of their child; or
- cohabited with each other for 12 consecutive months during which time the child was born; or
- were each other’s adult interdependent partners at the time of the birth of their child or became each other’s adult interdependent partners after the birth of their child.

If the above does not describe your relationship, guardianship is determined based on residence of the child. Section 20(3) of the FLA provides that the mother and the father are both the guardians of the child until such time as the child usually begins to reside with one of the parents, at which time that parent becomes the sole guardian of the child; or if the child lives with both parents, or alternatively, with each parent for substantially equivalent periods of time, both parents become the guardians of the child.

Despite subsection 20(3) of the FLA, if both parents agree in writing, both parents continue to be the guardians of the child even after the child begins to usually reside with only one of them. A parent with whom the child has usually resided for one year is the guardian of the child, even if the child no longer resides with that parent.

The FLA is provincial legislation that defines guardianship rights in Alberta. Parental rights may also be described using the terms of custody and access in cases where the parties are divorced or have commenced legal proceedings under the *Divorce Act*. The *School Act* provides that where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim. Please provide copies of any current orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child or child’s information to school administration.