EDMONTON PUBLIC SCHOOLS

STUDENT REGISTRATION

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

This registration form is a legal document. Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or legal guardian, or by the student (if living independently). This form is used to enrol a student who is new to Edmonton Public Schools, or who is returning to the District.

Office Use Only

EPS # _____ ASN # _____ Program _____

School _____ Grade ____ Room ____ First Day of School ____ Month ____ Day ____ Year

STUDENT INFORMATION

Print the student's legal surname (last name) and given names below. These are the names on the student's birth certificate or adoption papers. If the student uses a different first or last name, there is a space at the end of this section for *preferred name*.

Student's Legal Last Name

Student's Legal First Name

Desired Program (Regular, French Immersion, etc.)

Student's Legal Middle Name

Date of Birth ____ Month ____ Day ____ Year

☐ Male
☐ Female

Preferred First Name

Preferred Last Name

Student's Residence

Address _____ City _____ Province _____ Postal Code

Mailing Address *(if different than Student's Residence – mail-outs from school will be sent to this address)*

Address _____ City _____ Province _____ Postal Code

Primary Phone *(with area code)*

Student Cell Phone - *Optional (with area code)*

SCHOOL HISTORY

Has the student ever registered at an Edmonton Public School? ☐ Yes ☐ No

IF YES - Previous EPSB School: _____ Edmonton Public Schools ID number (if applicable): _____

IF NO - Previous Non-District School: _____ City: _____ Province/Country: _____

CITIZENSHIP STATUS

What is the citizenship or immigrant status of the student?

Supporting documentation required; see page 4 for Citizenship Information.

☐ Canadian citizen
☐ Lawfully admitted to Canada for permanent residence (student)
☐ Temporary Resident:
Expiry Date Required
(International Students only): ____ Month ____ Day ____ Year

☐ Child of a Canadian citizen
☐ *Child of an individual lawfully admitted to Canada for permanent or temporary residence
☐ *Step-child of a Canadian or Temporary Foreign Worker

FRANCOPHONE RIGHTS – SECTION 23 *(Optional)*

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

If eligible, provincial Student Record Regulation requires Edmonton Public Schools to release demographic information about the student and parent to the local Francophone Education Board upon written request from that school jurisdiction.

DISCLOSURE RESTRICTIONS

A parent/legal guardian may have their right to access information about a student removed by a legal process.
Please indicate if a legal document exists which restricts access to information about this student: ☐ Yes ☐ No

If you have answered yes, the school will collect the required documentation which will be retained on the student's record.
If you have answered no, the information collected on this registration form and documents collected under the Student Record Regulation may be disclosed as permitted under the regulation.

PARENT/LEGAL GUARDIAN INFORMATION

If there are two parents or guardians, it is important to fill in both sections below, whether or not the parents or guardians are living together. A guardian is defined in section 20 of the Family Law Act, or a guardian appointed under Part 5 of the Child Welfare Act, Part 1, Division 5 of the Child, Youth and Family Enhancement Act or section 23 of the Family Law Act.

*NOTE: It is very important that you indicate whether or not **each** parent/guardian or independent student is Roman Catholic or not Roman Catholic. Under the terms of the *School Act*, the residency status of a student is based on religion and where the parent(s) or legal guardian(s) live. A student is a **resident** of Edmonton Public Schools if at least one of the parents or guardians live in Edmonton and is not Roman Catholic.

Parent/Legal Guardian

Relationship to Student *(select one)* ☐ biological or adoptive mother ☐ biological or adoptive father ☐ legal guardian

Last Name

First Name | Mr., Mrs., Ms., Dr., etc.

Address *(if different from student's)* Does the student reside with this individual? ☐ Yes ☐ No

Address | City | Province | Postal Code

Primary Phone *(with area code)* | Secondary Phone *(with area code)*

Other Phone *(with area code)* | Email

Religious Declaration *(check one)* *See note above ☐ Not Roman Catholic ☐ Roman Catholic

Parent/Legal Guardian

Relationship to Student *(select one)* ☐ biological or adoptive father ☐ biological or adoptive mother ☐ legal guardian

Last Name

First Name | Mr., Mrs., Ms., Dr., etc.

Address *(if different from student's)* Does the student reside with this individual? ☐ Yes ☐ No

Address | City | Province | Postal Code

Primary Phone *(with area code)* | Secondary Phone *(with area code)*

Other Phone *(with area code)* | Email

Religious Declaration *(check one)* *See note above ☐ Not Roman Catholic ☐ Roman Catholic

OPTIONAL - Other Relevant Adult

Relationship to Student *(select one)*

☐ step-father ☐ step-mother ☐ other: _____

Last Name

First Name | Mr., Mrs., Ms., Dr., etc.

Address *(if different from student's)* Does the student reside with this individual? ☐ Yes ☐ No

Address | City | Province | Postal Code

Primary Phone *(with area code)* | Secondary Phone *(with area code)*

Other Phone *(with area code)* | Email

OPTIONAL - Other Relevant Adult

Relationship to Student *(select one)*

☐ step-father ☐ step-mother ☐ other: _____

Last Name

First Name | Mr., Mrs., Ms., Dr., etc.

Address *(if different from student's)*   Does the student reside with this individual? ☐ Yes ☐ No

Address   City   Province   Postal Code

Primary Phone *(with area code)* | Secondary Phone *(with area code)*

Other Phone *(with area code)* | Email

FAMILY CIRCUMSTANCES   Are there any family circumstances about which you wish the school to be aware?

EMERGENCY/MEDICAL INFORMATION

An emergency contact is someone who may be contacted if the student's parent/legal guardian is unavailable.

EMERGENCY CONTACTS (<u>NOT</u> STUDENT'S PARENT/LEGAL GUARDIAN)

Emergency Contact #1

Primary Phone of Emergency Contact #1 *(with area code)* | Other Phone *(with area code)*

Emergency Contact #2

Primary Phone of Emergency Contact #2 *(with area code)* | Other Phone *(with area code)*

MEDICAL INFORMATION *(Optional)*

You do not have to provide information on medical concerns, but the information could be crucial to the well-being of the student.

Are there any serious medical conditions about which you wish the school to be aware? Please indicate below:

☐ Diabetes   ☐ Epilepsy   ☐ Allergies *(please specify)*   ☐ Haemophilia   ☐ Heart Condition   ☐ Asthma   ☐ Other *(please specify)*

Medical Notes:

Student's Alberta Health Care Number: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

The personal information collected on this form is part of the District registration process and is authorized under the provisions of the *School Act* and its regulations and also under Section 33(c) of the FOIP Act. All personal information collected during the registration process and during the course of the school year will be used to provide an educational program and ensure a safe and secure school environment. If you have any questions or concerns regarding the collection or intended use of this information please contact the school principal or visit the following link: *http://www.epsb.ca/media/epsb/schools/registerforschool/EPSB_CollectionUseOfPersonalInfo.pdf*.

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ADDITIONAL ENROLMENT INFORMATION

CITIZENSHIP DOCUMENTATION

Citizenship Documentation: Expiry Date (if applicable):

		Month	Day	Year
	Parent Work Visa/Permit	Month	Day	Year
	Parent Study Visa/Permit	Month	Day	Year
	Confirmation of Permanent Residency	Month	Day	Year
	Permanent Residency (Card)			
	Temporary Residency			
	Citizenship Card			

Birth country, if not Canada

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?

STUDENT PROTECTION

An individual may be forbidden contact with the student by way of a legal process.
Please indicate if a legal document exists which forbids an individual from having contact with this student: ☐ Yes   ☐ No

If you have answered yes, the school will collect the required documentation which will be retained on the student's record.

ABORIGINAL SELF-IDENTIFICATION *(Optional)*

If you wish to identify yourself as an Aboriginal person, please specify:

☐ Status Indian/First Nations   ☐ Non-Status Indian/First Nations   ☐ Métis   ☐ Inuit

For further information, please refer to **http://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 Edmonton Public School's First Nations, Métis, and Inuit Education unit at 780-429-8580.

INDEPENDENT STUDENT STATUS

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.

Are you claiming status as an **Independent Student** under the definition of the *School Act?*   ☐ Yes   ☐ No

Religious Declaration *(check one)* *See note on page 2   ☐ Not Roman Catholic   ☐ Roman Catholic

DECLARATION BY PARENT, LEGAL GUARDIAN, OR INDEPENDENT STUDENT

The information provided in this document is true, correct and complete. I have identified all parents and legal guardians for this student. The individuals identified in the "parent/legal guardian" section have the right to view student information and make educational decisions for this child, unless otherwise indicated here and supported with legal documentation.

_____

Further, I recognize that it is my responsibility to notify my child's school should the above information change.

Date: _____   Signature: _____

Office Use Only

A copy of any student identification documentation should be placed in the Student Record.
Bolded documents will be accepted in the event of an enrolment audit. If a child's document does not prove right of access to education in Alberta, a parent document is required as well.
LEGAL STUDENT IDENTIFICATION VERIFICATION DOCUMENT
Select applicable documentation(s):

CHILD DOCUMENTS	
	Alberta Adoption Order
	Alberta Birth Certificate
	Canadian Birth Certificate outside Alberta
	Canadian Citizenship Certificate
	Canadian Permanent Resident Card
	Confirmation of Permanent Residency *(if not expired)*
	Canadian Passport *(if not expired)*
	For Canadian citizens – Registration Form *(with Temporary Declaration)*

PARENT DOCUMENTS	
*A parent document is **ONLY** required if the child document does not prove right of access to education in Alberta.*	
	Canadian Birth Certificate
	Study Permit *(if not expired)*
	Canadian Temporary Resident Work Visa *(if not expired)*
	Canadian Passport *(if not expired)*
	Canadian Permanent Resident Card
	Confirmation of Permanent Residency *(if not expired)*

ADDRESS VERIFICATION
More than one document may be required. Select applicable documentation(s):

	Operator's License
	Utility Bill
	Lease Agreement
	Property Tax Bill
	Other:

Address verification documents are NOT part of the student record. Do not retain at the school.

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FOIP CONSENT

Edmonton Public Schools is requesting your permission to use your child's personal information (i.e., image, grade and/or name, etc.) in public venues or on the Internet where the general public may have access to the information in order to communicate with parents, the community and the general public.

CONSENT TO POST OR PUBLISH STUDENT INFORMATION

By signing this form, you are agreeing that your child's personal information may be used in the following ways by the school and school district. Examples include, but are not limited to:
- video recordings
- displays
- posting pictures, videos, podcasts or presentations online
- brochures, program booklets, newsletters or publications
- accessing and posting information to public websites or social media applications (i.e., Facebook®,Instagram®, YouTube®, Twitter® and other emerging technologies).

Classroom lessons may also be digitally recorded to provide material for staff development or to demonstrate good professional practices. These recordings may be shared with other educational organizations.

Some websites may require students to login and provide information such as their name, school and email address when they are sharing digital images, videos and presentations across the school district or on public websites.

☐ **YES** – I consent to my child's information being used for the above stated purposes.

☐ **NO** – I do not consent to my child's information being used for the above stated purposes.

Student's Name

Office Use Only

EPS #

Print Parent/Guardian/Independent Student Name(s)

Parent/Guardian/Independent Student Signature(s)

Date

To make sure that you know and understand how your child's information may be used, the school administration and/or your child's teacher will continue to communicate with you and provide you with additional information on events and projects that your child may be participating in.

Consent is voluntary and you may withdraw your consent and request that your child's personal information be removed from sites that are administered by Edmonton Public Schools by notifying the school principal in writing.

Please note that once photographs, student names and other identifying information is released in any public forum, Edmonton Public Schools cannot control or prevent the further distribution or use of the material by those who access the information.

For more details on how personal information is used in Edmonton Public Schools, visit www.epsb.ca/media/epsb/schools/ registerforschool/EPSB_CollectionUseOfPersonalInfo.pdf.

Freedom of Information and Protection Of Privacy Act (FOIP)

In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Edmonton Public Schools is authorized and required under the provisions of the School Act and its regulations to collect, use and disclose personal information that is necessary to provide educational programming and ensure a safe and secure school environment for students.

Collection and use of personal information by Edmonton Public Schools

Edmonton Public Schools collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information.

Below are some **examples** of how and where personal information may be used. This list is not intended to be all-inclusive:

- use of student's name and related contact information for absenteeism verification;
- use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook or an internal website such as SchoolZone;
- the taking and use of individual, class, team, club or school videos and photos within the school for internal school purposes;
- use of student's name on artwork or other material to be displayed at the school or another Edmonton Public Schools' site;
- use of student's name on lists such as honour rolls, scholarships or other awards within the school or school district;
- managing and validating school passwords and email accounts;
- sharing information with Alberta Education.

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, Edmonton Public Schools is authorized and **required** under the provisions of the *School Act* and its regulations to collect, use and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students.

Edmonton Public Schools uses Google Apps for Education allowing all students and staff to communicate and collaborate. Any emails, documents, presentations or files created in Google Apps for Education is stored on servers located outside of Canada and subject to foreign laws.

Please note: photos or videos of students attending or participating in school activities (e.g., sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. Edmonton Public Schools cannot control or prevent the further distribution or use of these photos, videos, images or other personal information.

When student information is used by the school or the school district for purposes beyond educational programming and student safety, the FOIP Consent Form must be signed and returned to the school.

Please contact the school principal if you have any questions or concerns regarding the collection or intended uses of this information.