

Student Registration

2018-2019 School Year

School: <input style="width: 90%;" type="text"/>	Registering for Grade: <input style="width: 80%;" type="text"/>	Date of Registration: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; font-size: small;">Month</td> <td style="width: 33%; text-align: center; font-size: small;">Day</td> <td style="width: 33%; text-align: center; font-size: small;">Year</td> </tr> <tr> <td style="height: 20px;"><input style="width: 95%;" type="text"/></td> <td style="height: 20px;"><input style="width: 95%;" type="text"/></td> <td style="height: 20px;"><input style="width: 95%;" type="text"/></td> </tr> </table>	Month	Day	Year	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>												
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Edmonton Catholic 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 a student in the case of an Independent Student.

Notice to Parent or Guardian of Religious Permeation

The *Alberta Human Rights Act* requires Edmonton Catholic Schools to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

The essential purpose of our schools is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. Every course of study and education program, all institutional materials, instruction and exercises will at all times include subject matter that deals primarily and explicitly with religion.

Information for Sacramental Preparation: Is your child a baptized Catholic? Yes No Has your child been confirmed? Yes No
 Has your child received First Communion? Yes No To assist our Catholic parishes with sacramental preparation, do you consent to the District sharing your child's sacramental preparation information with the school's local Catholic parish? Yes No

If Religion is other than the Catholic faith, please sign the following acknowledgement:

I hereby acknowledge and accept the values and philosophy of a Catholic school and that my child will participate in the prayer life, church and church related activities, religious courses, instruction and exercises in which Catholic ethical and moral standards are taught. Additionally, I am aware that my child is being admitted to this school as a non-resident student, and because of this, the District accepts the responsibility for my child's education until such time as my child finishes their program in this school, voluntarily withdraws, or is expelled from the District. If my child is being registered in kindergarten, I also acknowledge that registration to grade one will be subject to availability of space and resources.

Parent/Guardian/Independent Student Signature: _____ **Date:** _____

Legal Verification – a student cannot be registered without a copy of a legal document that provides proof of legal name, age and citizenship or immigration status. Any of the following documents are acceptable to copy: birth certificate, adoption papers, permanent resident document, student study permit, parent work permit or parent study permit.

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

Staff require proof of address before registration can proceed.

Student's Legal Last Name: _____	Student's Legal First Name: _____	Student's Legal Middle Name(s): _____
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date: _____ <small style="margin-left: 40px;">Month / Day / Year</small>	Student's Birth Country: _____
Home Address: _____	Mailing Address: _____	
City: _____	Province: _____	Postal Code: _____
Home Phone: _____	Unlisted <input type="checkbox"/>	Student's Cell Phone (Optional): _____
Student's Email (Optional): _____		
Also known as (Preferred) last name: _____		Also known as (Preferred) first name: _____
Religion: <input type="checkbox"/> Catholic <input type="checkbox"/> Other	Parish: _____	

School History

Please indicate if the student has ever been registered in Edmonton Catholic Schools:

Yes - Name of the last Edmonton Catholic School attended: _____

No - Name, address, city, and country of the last school attended: _____

Citizenship or Immigration Status (Please provide the school with supporting documentation as required)

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Supporting documents are
in student file

Student Citizenship Documentation: <input checked="" type="checkbox"/>	Expiry Date
(1) Canadian Citizen	n/a
(2) Permanent Resident	Month Day Year
(5) Temporary Resident - International Fee-Paying Student	Month Day Year
(6) Child of a Canadian Citizen	n/a
(7) Child of a Resident	Month Day Year
(9) Step-Child of a Canadian	n/a
(9) Step-Child of a Temporary Foreign Worker	Month Day Year

English as a Second Language (ESL) information (ESL students can be Canadian-born or Foreign-born)My child is: Canadian Born | Foreign Born - Birth Country: _____ Date of arrival in Canada: Month | Day | Year

Student's first language: _____

Student's primary home language: _____

Medical Information (Optional)

You do not have to provide information about medical concerns, but the information could be crucial to the well-being of the student. Are there any serious medical conditions you would like the school to be aware of that affect the student? Please indicate below:

 Diabetes Epilepsy Allergies Hemophilia Heart Condition Asthma Other (please specify)

Medical Notes: _____

Parent or Guardian InformationThe *School Act* defines a parent as a legal guardian of the child. Please identify the legal guardians of the child being enrolled. If there are questions as to whether an individual is a parent or guardian pursuant to the legal definitions, please contact the school principal for assistance.

With respect to each parent/guardian, please indicate whether the parent/guardian is Catholic. Residency of a student in the District is, in certain circumstances, based upon the faith of the parent/guardian.

Parent 1 Information Parent Guardian Child resides with this person Parent is responsible for student
 Relationship to Student: Father Mother Other (Please specify): _____

Last Name: _____ First Name: _____

Contact information of this Parent or Guardian (if different from student):

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Day Phone: _____

Cell Phone: _____ Email: _____

Religious Declaration: Catholic Other
Parent 2 Information Parent Guardian Child resides with this person Parent is responsible for student
 Relationship to Student: Father Mother Other (Please specify): _____

Last Name: _____ First Name: _____

Contact information of this Parent or Guardian (if different from student):

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Day Phone: _____

Cell Phone: _____ Email: _____

Religious Declaration: Catholic Other**Transportation** Bus Type: YBS ETS NO Bus Payment: _____Coding: _____ Kindergarten Preference AM PM

Office Use Only

Guardianship, Custody or Access Rights

Guardian(s) of the student must be identified to ensure each party's rights are respected. If an order exists affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record. In rare instances a child may be designated as 'protected' if a court issues a restraining order.

Please indicate if any such document(s) exists No Yes → A copy is in the student's file and is of the following type of legal documentation:
 Access and/or Custody Parenting Guardianship Protection

Emergency Contact

An "emergency contact person" is someone other than the student's parent(s) or guardian(s).

Name of Emergency Contact #1: _____ Relationship: _____

Day Telephone: _____ Address: _____

Name of Emergency Contact #2: _____ Relationship: _____

Day Telephone: _____ Address: _____

Sibling Information (Optional)

Note: The provision of sibling information is optional and is collected for communication and planning purposes.

Do you have other children attending or will be attending this District? Yes (please list) No

Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:

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 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

Francophone Education Eligibility Declaration

Pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms* - Citizens of Canada:

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone regional school authority.

A. According to the criteria above, are you eligible to have your child receive a French first language (Francophone) education?

Yes No Do not know

B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?

Yes No

If you claim an entitlement to a Francophone education under these terms, Edmonton Catholic Schools may be required to release personal information provided on this form to the local Francophone regional school authority education board upon written request of that jurisdiction.

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: www.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 School Board Superintendent at (780) 441-6000.

Student Responsible Use Agreement

As a condition of using the Edmonton Catholic Schools network resources, I understand that access to District information resources including access to the internet is a privilege and agree to abide by the policies and regulations identified in the [Student Responsible Use Agreement](#).

I have read and understood the policies and regulations identified in the [Student Responsible Use Agreement](#).

Collecting, Using and Disclosing Personal Information

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, and as outlined in the District's Administrative Procedures, Edmonton Catholic Schools is authorized and required under the provisions of the *School Act* and its regulations to collect, use, and disclose personal information when that information relates directly to and is necessary for providing educational programming and ensuring student and staff safety. **Please note that consent is not required for these purposes.**

When Edmonton Catholic Schools uses, and/or discloses personal information for reasons not directly related to delivering educational programming or ensuring student and staff safety, written consent is required. For more information on how Edmonton Catholic Schools handles your or your child's personal information, please refer to [Administrative Procedures 180](#) and/or speak with your school principal.

Consent for Use of Student Information

Edmonton Catholic Schools is requesting your permission for the following uses of your child's personal information. Please note that consent is not a requirement. You may choose whether or not to grant your consent. Once given, consent can be revoked prior to any such use or disclosure by notifying the school principal in writing.

Please check those that you agree to:

I hereby give Edmonton Catholic Schools permission to use, post, publish or copyright the written work, creative work and/or personal information (e.g. first name, last name, grade, photograph, audio-visual recordings) of my child to any internal or public websites, social media accounts, or publications owned or operated by the District for the purposes of highlighting individual achievements and promoting District activities.

I hereby give Edmonton Catholic Schools permission to permit the media and other outside organizations to photograph, make audio-visual recordings and/or interview my child while under the supervision of Edmonton Catholic Schools. I acknowledge that Edmonton Catholic Schools cannot control the further distribution of these photographs, recordings or interviews once they have occurred.

Consent to Communicate Through Electronic Means

Edmonton Catholic Schools requires your consent to use email as an option for communicating school or District information. We will keep you informed and up-to-date on the latest school and District information, events and announcements through electronic communications such as emails and newsletters from your child's school and/or the Edmonton Catholic School District. However, some of these communications may include information about offers, advertisements or promotions related to school activities such as yearbooks, fieldtrips, lunch programs, photos, or similar related school activities. Without your consent we may not be able to send you these types of communications electronically.

If you choose not to consent, you will only receive attendance messages and emergency messages.

I consent to receive all electronic communication from the Edmonton Catholic School District.

I choose to only receive attendance messages and emergency messages.

Collection and Use of Personal Information Notification

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 under Section 33(c) of the *FOIP Act*. Unless otherwise stated, 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. Questions regarding this collection should be directed to the school principal.

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 or guardian" sections 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: _____

A copy of any child/student/parent/guardian identification documentation must be placed in the Student Record. Documents below will be accepted in the event of an enrolment audit. If a child's/student's document does not prove right of access to education in Alberta, a parent document is required as well.

LEGAL STUDENT IDENTIFICATION DOCUMENT [Select applicable documents]

Student Documents	Expiry Date
Canadian Citizenship Documents	
Canadian Citizenship Document	n/a
Canadian Birth Certificate	n/a
Alberta Adoption Document	n/a
Canadian Passport	Month Day Year
Treaty Card	Month Day Year
Permanent Resident Documents	
Permanent Resident Card	Month Day Year
Confirmation of Permanent Residence	n/a
Temporary Resident Documents	
Study Permit	Month Day Year
Refugee Protection Claimant Document	Month Day Year
Religious Declaration	
Baptismal Certificate	n/a
Guardianship, Custody or Access Rights	
Guardianship/Custody/Access/Parenting/Protection - Court Order	Month Day Year

Parent/Guardian Documents - A parent document is ONLY required if the child document does not prove right of access to education in Alberta.	Expiry Date
Canadian Citizenship Documents	
Canadian Citizenship Document	n/a
Canadian Birth Certificate	n/a
Canadian Passport	Month Day Year
Permanent Resident Documents	
Permanent Resident Card	Month Day Year
Confirmation of Permanent Residence	n/a
Temporary Resident Documents	
Study Permit	Month Day Year
Work Permit	Month Day Year
Refugee Protection Claimant Document	Month Day Year
Religious Declaration	
Baptismal Certificate	n/a

Office Use Only

Address Verification

More than one document may be required. Select applicable documents:
(Address verification documents are NOT part of the student record.) Do not retain at the school.

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