

Student Records
High Prairie School Division #48
Student Registration Form - Year: _____

Form 320D - Revised March 31, 2015

THIS SECTION TO BE COMPLETED BY SCHOOL:

SCHOOL NAME: _____ **Student #:** _____ **AB Education #:** _____

High Prairie School Division #48 and Alberta Education requires proof of legal name. One of the following documents must be provided at time of registration: (Please check one)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Canadian Citizenship Document | <input type="checkbox"/> Passport | <input type="checkbox"/> Adoption Order |
| <input type="checkbox"/> Official Stats Canada Document | <input type="checkbox"/> Visa | <input type="checkbox"/> Immigration Document | <input type="checkbox"/> Other (please specify) _____ |

The information requested on this form is being collected pursuant to the School Act, Chapter S-3 RSA 2000, the Student Record Regulation, Alta, Reg., 225/2006 and the Freedom of Information and Protection of Privacy Act (FOIPP), Section 33(e). Information acquired through this form is kept secure and access is restricted.

STUDENT IDENTIFICATION INFORMATION:

Student Legal Name: _____

According to Birth Certificate *Last Name* *First Name* *Middle Name*

Known As Name: _____

If Different from Above *Last Name* *First Name*

Grade: _____ **Gender:** _____ **Date of Birth:** _____

Phone #: _____ **Cell Phone #:** _____

Mailing Address: _____

Urban/Rural Address: _____

Name of last school attended: _____ **Grade:** _____

Address of last school attended: _____

Siblings attending this school: _____

INDEPENDENT STUDENT STATUS:

The School Act defines an independent student as someone who is 18 years of age or older OR 16 years of age or older and who is living independently or who is 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

CITIZENSHIP OF STUDENT (Check one):

- | | |
|--|---|
| <input type="checkbox"/> Canadian Citizen | <input type="checkbox"/> Permanent Resident/Landed Immigrant |
| <input type="checkbox"/> Student Authorization - Visa Expiry Date _____ | <input type="checkbox"/> Child of Canadian Citizen <input type="checkbox"/> Other |
| <input type="checkbox"/> Child of individual lawfully admitted to Canada for permanent or temporary residence. | |

LEGAL GUARDIANSHIP:

Legal Guardianship for the School Act purpose is defined within the School Act and the Family Law Act, Section 20; please see the attached description at the end of this form.

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.

In rare instances, a child may be the subject of a protective court order (i.e. restraining order). In other instances an order or agreement made pursuant to legislation affecting guardianship rights, custody or access rights to the student may be issued. If any such orders or agreements exist, a copy will be required to be placed upon the student record to ensure that each party's rights can be properly respected.

Please indicate if any such orders or agreements exist: Yes No

If yes, please make arrangements to provide a copy to the school and discuss the situation with school administration.

Legal Guardian #1

Name: Mr. - Mrs. - Ms. - Miss - Dr. _____

Relationship to student: _____ email address: _____

Urban/Rural/Mailing Address if different from student: _____

Day Phone #: _____ Evening Phone #: _____ Cell Phone #: _____

Lives with Student Receives Student Mail Proof of Guardianship Provided

Guardian's Religion: Roman Catholic Other

Legal Guardian #2

Name: Mr. - Mrs. - Ms. - Miss - Dr. _____

Relationship to student: _____ email address: _____

Urban/Rural/Mailing Address if different from student: _____

Day Phone #: _____ Evening Phone #: _____ Cell Phone #: _____

Lives with Student Receives Student Mail Proof of Guardianship Provided

Guardian's Religion: Roman Catholic Other

Legal Guardian #3

Name: Mr. - Mrs. - Ms. - Miss - Dr. _____

Relationship to student: _____ email address: _____

Urban/Rural/Mailing Address if different from student: _____

Day Phone #: _____ Evening Phone #: _____ Cell Phone #: _____

Lives with Student Receives Student Mail Proof of Guardianship Provided

Guardian's Religion: Roman Catholic Other

It is your responsibility to ensure that the Legal Land Description and contact phone numbers are listed and that the school is notified of changes. This information is needed for the safety of your child.

DECLARATIONS:

ENTRIES IN THIS SECTION ARE OPTIONAL: PLEASE ASK A STAFF MEMBER IF YOU HAVE QUESTIONS OR COMMENTS.

If you wish to declare that the student is an Aboriginal person, please specify by checking the appropriate box.

Status Indian/First Nation: Non-Status Indian/First Nation: Métis: Inuit:

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information please contact Alberta Education, Policy Sector at (780)427-8501

If the Student is a Status Indian, does he/she LIVE ON A RESERVE? Yes No

If YES, Band Name: _____ Treaty Number: _____

SECTION 23 OF THE CANADIAN CHARTER OF RIGHTS AND FREEDOMS

A student is Eligible if one of the three following conditions exist:

1. Either parent's mother tongue is French. (French was the first language learned and is still understood by one of the Parents.)
2. Either parent was educated in French in Canada,
3. One or more children in the family have received primary or secondary school instruction in French (FRANCOPHONE) in Canada. Instruction in French means instruction in a FRANCOPHONE environment NOT French Immersion or French as a Second Language.

NOTE: High Prairie School Division offers Alternative French Language Instruction, French Immersion and French as a Second Language programs. Francophone Regional Authorities offer Francophone Programs. Attending HPSD Schools does not diminish your Section 23 eligibility.

The student is eligible for Section 23 based on one of the above conditions. Yes No

If YES, do you wish to exercise your rights under Section 23? Yes No

To exercise your Section 23 rights you must enroll your child with one of the Francophone Regional Authorities listed below:

- Northwest Francophone Education Region No.1 - St. Isadore (780)624-8554
- Greater North Central Francophone Education Region No.2 - Edmonton (780)468-6440
- East Central Francophone Education Region No. 3 - St. Paul (780)645-3888
- Greater Southern Separate Catholic Francophone Education Region No.4 - Calgary (403)685-9881
- Greater Southern Public Francophone Education Region No.4 - Calgary (403)686-6998

ENGLISH AS A SECOND LANGUAGE (ESL)

Explanation:

Foreign-born students eligible for ESL funding have recently immigrated to Canada; have minimal English or are non-English speaking; and are receiving ESL services.

Canadian-born students eligible for ESL funding have homes in which the primary spoken language is not English; have minimal English or are non-English speaking; and are receiving ESL services.

Does the student qualify as an ESL Student? Yes No

If YES: Born in a foreign country? Born in Canada

MEDICAL INFORMATION:

ENTRIES IN THIS SECTION ARE OPTIONAL:

Does the student have a medical condition that you wish to make the SCHOOL aware of?

Describe: _____

Does the student have a medical condition that you wish to make the BUS DRIVER aware of?

Describe: _____

If the above noted medical condition is life-threatening or severe, please list instructions for your school or bus driver (ie. epi-pen, etc.)

EMERGENCY CONTACT OTHER THAN GUARDIANS:

Name: _____ Phone Number: _____

TEXTBOOK FEES

Is an agency responsible for payment of textbook Fees? *Yes* *No*

If Yes, Name of Agency _____

I verify the information submitted on this registration form to be correct.

Parent or Legal Guardian Signature: _____ Date _____

Please complete FOIPP forms attached.

HIGH PRAIRIE SCHOOL DIVISION #48

Freedom of Information and Protection of Privacy - Page 1

Please read this consent form in its entirety to ensure that you understand it. Please take the opportunity to ask questions if any part of it is unclear to you.

1) General School Related Activities

The *FOI/PP Act* requires that parents/guardians be advised of the collection and use of personal information that is not authorized under the School Act. This includes many activities that are part of normal school community interaction, such as:

- 1) Individual photos that are taken;
- 2) Photos and/or videos of classroom and school activities that are taken and used in the school calendar, school yearbook, or for other purposes within the school, as well as video monitoring used in schools and busses;
- 3) Class and team photos that are taken and used within the school;
- 4) Student names and description of activities that are used in the school newsletter and other school communications;
- 5) Student names, photographs and communications that are included in the school yearbook (if one is produced);
- 6) Student names that are included in honor roll listings, birthday recognition listing (including announcements on PA system), student achievement awards, and graduation rolls, within the school;
- 7) Media photographs or videos of classrooms and school activities. Where individual students cannot be identified;
- 8) Student names that are used on artwork, written material, or other items to be displayed in the school;
- 9) The use of student names, related contact information and phone numbers for classroom reps and School Councils;
- 10) 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 a student's behalf;
- 11) Other similar activities within the school.

Yes

No

Freedom of Information and Protection of Privacy – Page 2

2) Copyright Release

From time to time, High Prairie School Division may wish to display your child's work outside of the school setting or reproduce it for non-profit, educational purposes. Such purposes may include displays during open house, inservice sessions, board sponsored displays in the community, or used in a division publication such as board reports, etc. In such instances, your child's name may appear with the display.

Yes No

3) Media including Newspapers, Websites and Social Media

From time to time, media may cover events or activities at your child's school or HPSD may post student activities on Divisional/School websites, Facebook or other social media. Whether or not you have concerns about your child participating in media coverage at school (being photographed, videotapes, interviewed) it is important that we know your wishes. Media coverage may include the use of your child's name and photograph for publication on the internet. (Note: School concerts and other events where parents and the public will be attending are generally considered public events which means that anyone, including the media, could take photographs without first obtaining consent.)

Yes No

4) Canada's Anti-Spam Legislation

In accordance with Canada's anti-spam legislation, I give consent to receive commercial electronic messages from High Prairie School Division. From time to time, emergent or important school or Division information will be communicated to parents/guardians via email or other electronic means.

Yes No

Parent/Guardian Signature

Date

Consent may be withdrawn at any time by contacting the school.

Responsible Use of Technology Agreement

The student accepts responsibility to abide by the Responsible Use of Technology Guidelines and Agreement (refer to Administrative Procedure 140) as stated in this agreement:

The student agrees:

- To use Information Communication Technology (ICT) devices of HPSD networks for the purpose of education and research, consistent with educational objectives of HPSD;
- To follow the student Code of Conduct as set out in Administrative Procedure 340 – Student Conduct;
- To not intentionally degrade or disrupt HPSD ICT devices and networks, and Internet network services or equipment, or contravene any provincial or federal laws regarding computer use. Such activities include, but are not limited to: tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, and violating copyright laws.
- To immediately report any problems or breaches of these responsibilities to the responsible teacher.

As a parent/guardian, I have read the responsibilities as defined in the Responsible Use of Technology Guidelines and Agreement. I understand that ICT use and Internet access is intended for educational purposes only.

I understand that any conduct by my child in conflict with any of these responsibilities will result in disciplinary action which may include suspension, and/or financial restitution in accordance with Administrative Procedure 349.

I have reviewed these responsibilities with my child and I hereby give permission to High Prairie School Division to provide my child with access to ICT devices, networks and the internet.

Parent/Guardian Signature

Date

Student Signature required for Gr. 7 – 12

Note: Students 18 and over do not require parent/guardian signature.

Student Signature (Gr. 7-12)

Date