

**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 #	<input type="text"/>	ASN #	<input type="text"/>	Program	<input type="text"/>
School	<input type="text"/>	Grade	<input type="text"/>	Room	<input type="text"/>
First Day of School				Month	<input type="text"/>
				Day	<input type="text"/>
				Year	<input type="text"/>

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	Gender
		Month <input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
		Day <input type="text"/>	
		Year <input type="text"/>	
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 - <i>Optional</i> (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 *Education 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 *Education 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 *Education 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.

When selecting **mother, father, parent** or **legal guardian**, you may be asked to provide legal documentation supporting this relationship.

Parent/Legal Guardian	Relationship to Student (<i>select one</i>) <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> parent <input type="checkbox"/> legal guardian			
	Last Name			
	First Name			Mr., Mrs., Ms., Mx., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)	
	Other Phone (<i>with area code</i>)		Email	
Religious Declaration (<i>check one</i>) *See note above <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic				
Parent/Legal Guardian	Relationship to Student (<i>select one</i>) <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> parent <input type="checkbox"/> legal guardian			
	Last Name			
	First Name			Mr., Mrs., Ms., Mx., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)	
	Other Phone (<i>with area code</i>)		Email	
Religious Declaration (<i>check one</i>) *See note above <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic				
OPTIONAL - Other Relevant Adult	Relationship to Student (<i>select one</i>) <input type="checkbox"/> step-parent <input type="checkbox"/> legal guardian <input type="checkbox"/> other: _____			
	Last Name			
	First Name			Mr., Mrs., Ms., Mx., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)	
Other Phone (<i>with area code</i>)		Email		

OPTIONAL - Other Relevant Adult	Relationship to Student (<i>select one</i>) <input type="checkbox"/> step-parent <input type="checkbox"/> legal guardian <input type="checkbox"/> other: _____			
	Last Name			
	First Name	Mr., Mrs., Ms., Mx., Dr., etc.		
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)	
Other Phone (<i>with area code</i>)		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 (<i>Last name, First name</i>)	
Primary Phone of Emergency Contact #1 (<i>with area code</i>)	Other Phone (<i>with area code</i>)
Emergency Contact #2 (<i>Last name, First name</i>)	
Primary Phone of Emergency Contact #2 (<i>with area code</i>)	Other Phone (<i>with area code</i>)

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 *Education 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.

ADDITIONAL ENROLMENT INFORMATION

CITIZENSHIP DOCUMENTATION

Citizenship Documentation:

Expiry Date (if applicable):

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:

First Nations (status) First Nations (non-status) Métis Inuit

For further information, please refer to <https://www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx> 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 *Education 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 *Education 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	PARENT DOCUMENTS
Alberta Adoption Order	<i>A parent document is ONLY required if the child document does not prove right of access to education in Alberta.</i>
Alberta Birth Certificate	Canadian Birth Certificate
Canadian Birth Certificate outside Alberta	Study Permit (if not expired)
Canadian Citizenship Certificate	Canadian Temporary Resident Work Visa (if not expired)
Canadian Permanent Resident Card	Canadian Passport
Confirmation of Permanent Residency	Canadian Permanent Resident Card
Canadian Passport	Confirmation of Permanent Residency
For Canadian citizens – Registration Form (with Temporary Declaration)	

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

<input type="checkbox"/>	Operator's License
<input type="checkbox"/>	Utility Bill
<input type="checkbox"/>	Lease Agreement
<input type="checkbox"/>	Property Tax Bill
<input type="checkbox"/>	Other:

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

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE FORM

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 selecting “Yes” below, 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.

<input type="checkbox"/> YES – I consent to my child’s information being used for the above stated purposes.	<input type="checkbox"/> NO – I do not consent to my child’s information being used for the above stated purposes.
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Student’s Name	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">Office Use Only</div> EPS # <input style="width: 80%;" type="text"/>
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Print Parent/Guardian/Independent Student Name(s)

Parent/Guardian/Independent Student Signature(s)	Date
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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/EPSPB_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 Education 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 *Education 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.