

Office Use
Alberta Education ID:

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 enroll a student who is new to Sturgeon Public Schools, or who is returning to the District.

School: _____ Grade: _____ Program: _____
Date of Registration: _____

STUDENT INFORMATION

Enter the student's legal name (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

Student's Legal Middle Name

Date of Birth

Gender

M F X

Preferred First Name

Preferred Last Name

Student's Residence

Address _____ City _____ Province _____ Postal Code _____

Mailing Address (if different than Student's Resident – 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)

Is Transportation required? Yes No

School History

Name and location of previous school:

Has this student ever attended a school in Sturgeon Public School Division? Yes No

If Yes, name of school:

Vital Statistics Document Verification – Office Use Only

Legal Name Verified Document:

Citizenship Verified Document:

Date of Birth Verified Document:

NOTE: A Vital Statistics Document must be presented to the school within four weeks of registration to verify the student's legal name, citizenship and birth date.

Vital Statistics Documents include: Canadian Birth Certificate, Canadian Citizenship Certificate, Canadian Adoption Certificate, Canadian Marriage Certificate, Passport, Visa, or Permanent or Landed Immigrant/Resident Document

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.

Parent/Legal Guardian	Relationship to Student (select one)	Mother	Father	Legal Guardian	Resides with Student
	Last Name	First Name			
	Address (if different from student's)				
	Address	City	Province		Postal Code
	Primary Phone (with area code)	Secondary Phone (with area code)			
	Other Phone (with area code)	Email			
Parent/Legal Guardian	Relationship to Student (select one)	Mother	Father	Legal Guardian	Resides with Student
	Last Name	First Name			
	Address (if different from student's)				
	Address	City	Province		Postal Code
	Primary Phone (with area code)	Secondary Phone (with area code)			
	Other Phone (with area code)	Email			
Medical Emergency Contact	Emergency Contact Information				
	In case of illness, inclement weather or emergency school closure and student's parent/legal guardian is not available, please indicated alternate emergency contacts:				
	Name	Relationship to Student			
	Daytime/Work Phone	Cellular Phone Number			
	Name	Relationship to Student			
	Daytime/Work Phone	Cellular Phone Number			
	Please make sure the emergency contacts are advised that their names have been used for this purpose. Any additional contact information can be attached to this form.				
	Student's Medical Information				
	Does this student have any medical concerns/special needs/family circumstances of which the school should be aware?				
	Yes No				
If Yes, please describe:					

Alberta Health Care Number

Parents are not required to provide this information however Alberta Health Care numbers may be requested for activities such as field trips.

Custody/Court Order Information

Code the student with a “yes” if the following applies:

In rare instances a child may be designated as “Protected” if a court has issued a restraining order under the Child Welfare Act, The Domestic Relation Act, The Divorce Act or the Young Offenders Act.

Please indicate if the school administration should be aware of any such court order for the protection of your child.

Yes No

If Yes, please make arrangements to discuss this situation with the school administration. You will be expected to provide legal documentation to support your requests.

Alberta Education Grant Code Information

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 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 780-939-4341.

English as Second Language (ESL) Eligibility:

ESL Students can be Canadian-born or Foreign-born.

Is your child Canadian born or Foreign-born?

If Foreign-born – Birth Country:

Student’s first language learned (specify):

Student’s primary home language (specify):

Citizenship (check one)

AB ED Code:

- | | |
|---|---|
| 1 | Canadian Citizen |
| 2 | Permanent Resident |
| 5 | Temporary Resident (student) (e.g. Study Permit or Visiting Student) |
| 6 | Child of Canadian Citizen (student is not a Canadian citizen) |
| 7 | Child of an individual lawfully admitted to Canada for permanent or temporary residence |
| 9 | Step-child of a Canadian or Temporary Foreign Worker |

Special Needs/Schooling

Has your child received specialized services or programming?

Yes

No

Type of Program:

Section 23 Francophone Education Eligibility Declaration:Pursuant to Section 17 of the *Education Act* and 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 Authority.

A. According to the criteria above as set out in the *Canadian Charter of Rights and Freedoms*, 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

Non-Resident Please check if you are a non-resident

Resident Board:

1. If you are not a resident of Sturgeon Public School Division this registration does not guarantee a placement in a Sturgeon Public School Division School.
2. Where there is a need to provide special education services, the sending Board must be approached by the parent/guardian for sponsorship through a tuition agreement according to our placement practice.
3. There is a wait time for up to five days to determine student need.
4. Permission to access student records is required (cumulative record request form).

Declaration and Consent

I hereby affirm that I have read this registration form and the accompanying documentation and understand how this information will be used. I affirm that the information given on this registration form is complete and correct. As indicated by my signature below, I hereby freely and voluntarily consent to have the information provided by me accessible as indicated. The entry of my name replaces a handwritten signature on paper and is legally binding.

Signature of Parent/Legal Guardian/Independent Student

Date

Student Name	ASN # (office use only)	Grade in 2020-2021
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FOIP Consent

Consent to post or publish student information

Sturgeon 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.

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 division. Examples include, but are not limited to:

- video recordings;
- displays;
- posting pictures, videos, pod casts or presentations online;
- brochures, program booklets, newsletters or publications; and
- accessing and posting information to public websites or social media applications (e.g., Facebook®, Flickr®, 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 division or on public websites.

By signing this form and returning it to the school, you are consenting to your child's information being used for these purposes. **If no form is returned, it indicates that consent was NOT given.**

Yes, I consent to my child's information being used for the above stated purposes.	
PARENT/GUARDIAN SIGNATURE	DATE

To help ensure 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 personal information regarding your child be removed from sites that are administered by The Sturgeon Public School Division by notifying the school Principal in writing. Please note that once photographs, student names and other identifying information is released in any public forum, The Sturgeon Public School Division 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 The Sturgeon Public School Division, visit: www.sturgeon.ab.ca/Privacy.php

Media Consent Form

This form asks if your child can be interviewed, filmed or recorded by media outlets that have been invited to the school.

The Division invites media to our schools to help share stories about school events, programs, goodwill initiatives or students. When possible, the school will notify parents when media will be on site.

Media requests are carefully considered by the Communications department and the school principal before being approved. Schools need consent from parents/guardians before allowing media to interview or take photos, videos or audio of students at non-public events. This consent is only required if students could be interviewed, videotaped or photographed with their faces clearly shown.



News media reporting may include interviews with students, as well as photographs, video or audio to be shared in newspapers, magazines, radio or television programs, and online posts for websites or social media. The media coverage may be digitally manipulated, published, broadcast, re-broadcast or sold to other media outlets.

Consent for Release – Parent/Legal Guardian or Independent Student/Adult

I am the parent/legal guardian of the student named above or independent student/adult. I have read and understand the information provided on this Media Consent form. I give The Sturgeon Public School Division permission to include my child or myself in the media coverage and its use as described above.	
PARENT/GUARDIAN SIGNATURE	DATE

Parents can revoke consent by contacting the Principal anytime.