



STUDENT REGISTRATION 2018 – 2019

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, a student registration form must be completed in its entirety and signed by the parent/legal guardian or by the student (if living independently). The student registration form is used to enroll a student who is new to Northern Gateway Public Schools, who is returning to the division, or who is transferring to a school within the division. The registration form is also used annually to record important changes, such as student legal name, citizenship, residency information, legal relationship of parent/guardian to student, health information disclosure, Francophone Education rights, independent student status, or self-declaration of Aboriginal ancestry. A student cannot be registered without a copy of a legal document (birth certificate, permanent residency document, Canadian citizenship document, or passport) that provides proof of legal name and age.

OFFICE USE ONLY			
Student ID #	<input type="text"/>	ASN # (9 digits)	<input type="text"/>
School	<input type="text"/>	Grade	<input type="text"/>
		Room	<input type="text"/>
		Date of Registration (MM/DD/YYYY)	<input type="text"/>
A copy of the following is attached: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Residency Document <input type="checkbox"/> Canadian Citizenship Document <input type="checkbox"/> Passport			
If applicable, a copy of the legal guardianship/custody order is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			

STUDENT INFORMATION		Print the student's legal surname (last name) and given name(s) below. These are the names on the student's birth certificate or adoption papers. If the student uses a different first name, there is a space at the end of this section for <i>preferred name</i> .					
Student's Legal Last Name				Date of Birth (MM/DD/YYYY)			
Student's Legal First Name				Grade Level			
Student's Legal Middle Name(s)				Language Spoken at Home (if other than English)			
Student's Preferred First Name				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
Student Citizenship or Immigrant Status							
<input type="checkbox"/> Canadian Citizen		<input type="checkbox"/> Child of Canadian Citizen		<input type="checkbox"/> Child of individual lawfully permitted to Canada for permanent or temporary residence			
<input type="checkbox"/> Lawfully admitted to Canada for permanent residence		<input type="checkbox"/> International student (parent/guardian residing in another country)					
Phone Numbers (with area code)							
Home Phone				Cell Phone			
Siblings							
Last Name		First Name		School			
Last Name		First Name		School			
Last Name		First Name		School			
Town Residence Address							
Unit Number	House Number	Street Name	Street Type	Town	Province	Postal Code	
Rural Legal Land Description							
<input type="checkbox"/> NE <input type="checkbox"/> NW	Section		Township	Range	W5		
<input type="checkbox"/> SE <input type="checkbox"/> SW							
Subdivision			Lot	Block	Plan		
Rural Address Sign Number							
Mailing Address (if different than student's residence)							
Address or P.O. Box			Town	Province	Postal Code		
School History							
Has the student ever registered with NGPS? <input type="checkbox"/> Yes <input type="checkbox"/> No				Previous NGPS School			
Previous Non-NGPS School Attended		Previous School Phone Number		Previous School District		Previous School Province or Country	
Medical Information: (This information could be crucial to the well-being of the student, although we understand this information is optional)							
Are there any serious medical conditions about which you wish the school to be aware? Please indicate below. <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Allergies (please specify) <input type="checkbox"/> Hemophilia <input type="checkbox"/> Heart Condition <input type="checkbox"/> Asthma <input type="checkbox"/> Other (please specify)						AHC Number	
Medical Notes (If more space is required, please attach additional notes)							

Bus Transportation

Will the student require transportation on a Northern Gateway Public Schools' bus? Yes No

Information from this form will be forwarded to the Transportation Department. The Transportation Department will contact the driver, who will call you. For more information regarding transportation, please visit the NGPS website at <http://www.ngps.ca/about-us/transportation-services/>

PARENT/GUARDIAN INFORMATION

Please identify each of the legal guardian(s) for the child being enrolled. The legal guardian is the parent or person legally appointed as guardian as defined in the Family Law Act, Corrections Act, Corrections and Conditional Release Act, Young Offenders Act, or Child, Youth, and Family Enhancement Act.

FIRST LEGAL PARENT/GUARDIAN

Relationship to Student			
Last Name			
First Name			Mr., Mrs., Ms., Dr., etc
Phone Numbers (with area code)			
Home Phone		Business Phone	
Cell Phone		Email Address	
Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If address is different than the student's, please complete the section below			
Town Residence Address			
Street Address		Town	Province
			Postal Code
Rural Legal Land Description			
<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township
<input type="checkbox"/> SE	<input type="checkbox"/> SW		Range
			W5
Subdivision		Lot	Block
			Plan
Rural Address Sign Number			
Mailing Address (if different than student's residence)			
Address or P.O. Box		Town	Province
			Postal Code

SECOND LEGAL PARENT/GUARDIAN

Relationship to Student			
Last Name			
First Name			Mr., Mrs., Ms., Dr., etc
Phone Numbers (with area code)			
Home Phone		Business Phone	
Cell Phone		Email Address	
Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If address is different than the student's, please complete the section below			
Town Residence Address			
Street Address		Town	Province
			Postal Code
Rural Legal Land Description			
<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township
<input type="checkbox"/> SE	<input type="checkbox"/> SW		Range
			W5
Subdivision		Lot	Block
			Plan
Rural Address Sign Number			
Mailing Address (if different than student's residence)			
Address or P.O. Box		Town	Province
			Postal Code

EMERGENCY CONTACTS

An **emergency contact person** is someone who resides in the vicinity of the school, other than the student's parent or guardian, who can be called upon to quickly respond to an emergency situation if the parent or guardian is unavailable.

Emergency Contact #1		Relationship to Student	
Home Phone	Business Phone	Cell Phone	
Emergency Contact #2		Relationship to Student	
Home Phone	Business Phone	Cell Phone	

Guardianship Rights and Student Protection

Guardians of the student must be identified to ensure each party's rights are respected. If an order does exist affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record. The court seal must be evident on the order. In rare instances, a child may be designated as "protected" if a court issues a restraining order under the Child Welfare Act, the Divorce Act, the Young Offenders Act or similar legislation.

Does a legal document exist? Yes No Document Expiry Date (MM/DD/YYYY, if applicable)

Type of Legal Document Access and/or Custody Parenting Guardianship Protection

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 the person to provide proof of the claim. Please ensure that the Division has copies of all current orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child.

Family Circumstances

Are there family circumstances you wish to share with the school? Yes No If yes, please make an appointment with the principal.

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 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

Francophone Rights

According to Section 10 of 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/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/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**? Yes No

If you have answered yes, the Student Record Regulation requires Northern Gateway Public Schools to release demographic information about the student and parent to the local Francophone Education Board upon written request from the school jurisdiction.

If **yes**, do you wish to exercise your right to have your child educated in French? Yes No

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.

Aboriginal Self-Declaration

If you wish to identify that your child has an Aboriginal ancestry, please specify

Status Indian/First Nations Non-Status Indian/First Nations 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 780-778-2800 or 800-262-8674.

Student Treaty Status and Residency

Does this student have treaty status? Yes No Does this student reside on reserve? Yes No

Indian Registry Number (IRN – ten digit number)

Name of Reserve

Complete Address on Reserve

Digital Citizenship and Technology Use

As a condition of using Northern Gateway Public Schools network resources, I understand that access to division information resources, including access to internet and cloud-based resources, is a privilege and agree to abide by **Administrative Procedure 140 - Digital Citizenship** and the regulations identified in the **Northern Gateway Digital Citizenship - Technology Use Agreement**.

Please initial to indicate that you have read and understood the policies and regulations identified above

Initials

Using and Disclosing Personal Information

Northern Gateway Public Schools recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Access to information is guided by **Administrative Procedure 180 - Freedom of Information and Protection of Privacy**. Further details can be found in our **FOIP and Media Consent** document.

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials

Media Participation

While under the supervision of Northern Gateway Public Schools, I hereby give Northern Gateway Public Schools and outside organizations permission to photograph, video tape, audio tape, and/or interview my child. I understand that this means that a photograph(s), video(s), audio tape(s), interview(s), or likeness of my child may be collected, used, reproduced, and broadcast within NGPS and by the outside organization for displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials.

I hereby give Northern Gateway Public Schools permission to use, publish, display, and copyright any work, written material, or creative work created or authored by my child through school activities. I understand that artwork, written material, or creative work may be used by Northern Gateway Public Schools in division or school displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials. I understand that Northern Gateway Public Schools may make minor edits as deemed appropriate.

I understand that consent can be revoked at any time by written notification provided to my child's school. Further details can be found in our **FOIP and Media Consent** document.

Please initial to indicate that you have read and understood the guidelines explained above.

Initials

Consent to Post Personal Information

Northern Gateway Public Schools requests consent to post personal information (including but not limited to first name, last name, grade, photographs, video, audio, award recognition, and school related activities) to external websites, social media, media publications (including yearbooks), and promotional materials. **I understand that my signature below indicates my consent.**

I understand that once provided, consent, in whole or in part (e.g. last name or photo, etc.), can be revoked at any time by **written notification** provided to my child's school, acknowledging that although photos/videos will be removed from websites and social media accounts, it may not be possible to remove all traces of personal information from the Internet.

Further details can be found in our [FOIP and Media Consent](#) document

Policies and Regulations

If the hyperlinked documents are unavailable for any reason, information related to the sections above is available at your school in paper format. Please ask your school secretary or principal

Collection and Use of Personal Information Disclaimer

The information requested on this form is being collected pursuant to the **School Act**, Section 23, A.R. 71/99 and the **FOIPP Act**, Sections 33(c), 39(1)(b), and 40(1)(c). Information acquired through this form is kept secure and access is restricted. In accordance with the Student Record Regulation, this form will be placed in the student's record file.

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact the school or the Northern Gateway Public Schools FOIPP Coordinator at Box 840, 4B16 - 49 Avenue, Whitecourt AB T7S 1N9, 780-778-2800 or 1-800-262-8674, fax 780-778-6719.

DECLARATION

I am the legal guardian or the independent student referred to in this registration form. I have read and understand the information regarding guardianship and I have identified all guardians for this student. I hereby certify the foregoing information to be true, correct, and complete.

First Parent/Guardian Print Name

Signature

Date

Second Parent/Guardian Print Name

Signature

Date



FOIP AND MEDIA CONSENT

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

PARENT/GUARDIAN CONSENT IS NOT REQUIRED FOR COLLECTION AND USE OF PERSONAL INFORMATION FOR EDUCATIONAL PROGRAMMING PURPOSES

Northern Gateway Public Schools is collecting personal information about your son or daughter with the registration form. This personal information supports an educational program for your child and ensures a safe school environment for all students and staff.

Some of the ways the school or the division may use personal information are listed below. The Information and Privacy Commissioner's Office states that the division does NOT require written consent from you for situations including but not limited to:

- sharing information with Alberta Education
- using a student's name, related contact information, and telephone numbers to check on a student who is absent
- using a student's name and/or photos/videos in the school calendar, newsletter, yearbook, or other internal publication
- taking and using individual, class, team, club, or school photos/videos within the school community (e.g. school bulletin boards, newsletter, etc.) for internal school purposes (not for external purposes such as websites or brochures)
- using a student's name on artwork or material to be displayed at the school or other division sites
- using a student's name on lists such as honour roll, scholarship, or other awards within the school or division
- using a student's name and academic information when the school wishes to apply for provincial and federal awards/scholarships on behalf of the student
- providing student information, including photos, for the issuance of transit/bus transportation passes and for other identification purposes (student phone numbers will be provided to bus drivers for transportation purposes)

PARENT/GUARDIAN CONSENT IS NOT REQUIRED FOR PUBLIC EVENTS

Classrooms are not public places and the school controls who has access to school property and students on school property. When schools invite spectators, family, friends, media, and the general public into the school, the event becomes a public event (e.g. school concert, cultural program, assembly, sporting competition, graduation, etc.). Anyone may take photographs/videos at public events and the school has no control over how these images may be used. The media are expected to proceed responsibly and cooperate with schools that have invited them to participate in school events. Pictures taken by school staff, at public events, may be used for school purposes (however, these photographs may be used for promotion of the school as part of the signed parental consent on the student registration form).

PARENT/GUARDIAN CONSENT IS REQUIRED FOR POSTING PERSONAL INFORMATION TO EXTERNAL WEBSITES, ACCESS BY MEDIA, AND INCLUSION IN PROMOTIONAL MATERIALS

Your informed consent is required to use or collect personal information for any purpose other than educational programming and the safety of students and staff. Consent for the use of this personal information (e.g. name, photo, images, artwork, etc.) that is accessible to the general public is signed off on the student registration form. This consent is requested on a yearly basis. (PLEASE NOTE: consent can be revoked at any time by written notification provided to your child's school)

Written consent is required to:

- use a student's name, photo, or video in external publications (e.g. website, social media, promotional brochure, etc.)
- use class, team, club, or school photos/videos that are taken within the school community on the school website or for promotional purposes (e.g. brochure, division newsletter, etc.)
- use a student's name on artwork/material to be displayed in the community
- allow a student to participate in media interviews

During the year, schools may request that parents sign specific consent forms not covered by the student registration form. If asked to sign a consent form, the form will indicate the following:

- the purpose of collection or use
- the consent is voluntary
- the consent may be revoked at any time
- the person to contact if you wish to revoke consent
- the period of time during which the consent remains valid

This record of consent must be retained for the period of time for which the consent is valid.

Schools may be contacted by the Communications Officer of Northern Gateway Public Schools or external media agencies (newspaper, radio, television) for access to students for quotes, photos, or interviews. These audio, visual, and/or video images may be published or aired in a variety of locations, including television, radio, newspaper, websites, social media, or division publications.



TECHNOLOGY USER AGREEMENT

Digital Citizenship

Northern Gateway Public Schools offers its students many opportunities to use technology during the course of their education.

Accessing wireless technology using all types of devices throughout the school allows students to use the internet as a tool to develop skills as critical thinkers and problem solvers. Northern Gateway Public Schools provides technology resources which includes, but is not limited to, internet access on school and personally owned devices, e-mail accounts, installed software, personal file storage, cloud file storage and all hardware attached to the network.

Through the Northern Gateway Public Schools locally controlled Google Apps for Education (GAFE) network, students will have the opportunity to email, share, create and collaborate with other students and teachers in the division from any web enabled device. Students will be assigned an account via a login and an email address. At all times, this account (password, email, data and document storage) may be accessed and managed by Division personnel. This account is housed on Google servers. This server space is controlled by Northern Gateway personnel and is not accessed by Google personnel or scanned for advertising purposes. It is scanned by virus scanners to ensure the safety and integrity of the files. This GAFE account provides opportunities for students and teachers to develop digital literacy competencies within the safety of a Division managed email, document and collaboration system.

We believe that technology access is vital to a student's education. With this right comes the responsibility to use these tools, including student owned devices, in an ethical, efficient, courteous, and legal manner. Acceptable uses of technology are devoted to activities that support teaching and learning. Students are responsible for good behaviour just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Students will not overuse or maliciously attack network resources such as, but not limited to, storage space and bandwidth. Access is vital to all students so fair, thoughtful use is encouraged.

Communication with others should always be school related. Students should never say anything online that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

Further parameters regarding the use of technology can be found in Northern Gateway Public Schools [Administrative Procedure 140 - Digital Citizenship](#).

I agree to follow the conditions of this Digital Citizenship - Technology Use Agreement.

Student Name (Print): _____

Date: _____

Student Signature: _____

Whitecourt Central School
Informed Consent/Permission Form
For
In Town Field Trips and Excursions

Whitecourt Central School staff arranges field trips and excursions for our students from time to time throughout the school year.

Types of Activities: neighborhood walks, swimming, skating, visiting business and playgrounds and parks within the Town of Whitecourt. These trips will take place within regular school hours. Parents will be informed of dates and times prior to the activity.

Please read and sign one Permission Form for each student

Educational activity programs require attention to safety. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of safety concerns related to trips noted above.

Unintentional injury or mishap while walking to and from the school, or being bussed to and from the school, and while engaged in the activity as listed above.

Such concerns result from the nature of the activity and can occur without fault of either the student, or the school board, its employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that your child may be injured.

Note: the chance of an injury occurring can be greatly reduced by carefully following instructions at all times during the activity.

Acknowledgement:

I have read the information above, and by signing below, acknowledge that by participating in the activities described, we are assuming the risks associated with doing so.

In Town Field Trip and Excursion Permission:

I give my child, _____ permission to participate in the above described activities.
(Student Name)

Parent/Guardian Signature _____ Date: _____





Whitecourt Central School

4807 - 53 Avenue, Whitecourt, AB T7S 1N2
Phone: (780) 778-2136 Fax: (780) 778-5150
Email: whitecourtcentral.ca

_____, 20____

Principal _____

Dear Sir/Madam:

Please forward the student records and/or any other pertinent information, including confidential files for the following students who have recently registered at Whitecourt Central School. If applicable, please ensure the Alberta Learning Student I.D. # is included with file information. Thank you.

Student Name:

Grade:

Yours truly,

Mrs. T. McKeever
Principal

Parent/Guardian Signature

