

**PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM**

This registration form is a legal document. It must be accurate and complete.

Before a student can be registered by a school, a student registration form must be completed in its entirety and signed by the parent or guardian, or by the student (if living independently).

The student registration form is used to enrol a student who

is new to Edmonton Public Schools, *or* who is returning to the district.

The registration form is also used to record important information changes. This includes changes to:

- legal name of the student or parent/guardian
- legal relationship of parent/guardian to student
- decision to exercise francophone rights

## **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 *School 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 uses of this information please contact the school principal.

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Registration \_\_\_\_\_

Day		Month		Year		

## STUDENT INFORMATION

Write 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 names".

Student's Legal Surname: | | | | | | | | | | | | | | | | | | | | | |

Student's Legal First Name: | | | | | | | | | | | | | | |

Student's Legal Middle Name(s): | | | | | | | | | | | | | | | |

**Legal Verification** – a student cannot be registered without a copy of a legal document that provides proof of legal name and age. Any of the following documents are acceptable to copy: birth certificate, landed immigrant document, Canadian citizenship document, passport, or student visa. If you do not have one of these available, ask the school staff for the “Temporary Declaration of Legal Name and Age” form and enclose with the completed registration form. Bring one of the legal documents listed above to the school as soon as possible.

Date of Birth (Day-Month-Year) 

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☐ Male ☐ Female

**A copy of the following was provided to the school:**

☐ Birth Certificate    ☐ Landed Immigrant document    ☐ Canadian Citizenship document    ☐ Passport

☐ Student Visa    ☐ Temporary Declaration of Legal Name and Age form

**STAFF MAY REQUEST PROOF OF ADDRESS BEFORE REGISTRATION CAN PROCEED.**

Student's Address: \_\_\_\_\_

[illegible]

Home Phone: | | | | | | | | | | Other Phone Number: | | | | | | | | | |

Preferred Surname: | | | | | | | | | | | | | | | | | | | | | |

Preferred First Name: | | | | | | | | | | | | | | |

## SCHOOL HISTORY

Has the student been registered with EPSB before?: ☐ Yes ☐ No

Edmonton Public Schools Number  
(If available)

## NON EPS HISTORY

Name of last school attended: \_\_\_\_\_

City of last school: \_\_\_\_\_

Last school province, if not Alberta: \_\_\_\_\_  
or Country, if not Canada: \_\_\_\_\_

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Alberta School Number  
(If available)

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**Student's Name:**

Surname

First

Middle

## PARENT OR GUARDIAN RESIDENCY 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 is Roman Catholic or not Roman Catholic. Under the terms of the School 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/guardians live in Edmonton and is not Roman Catholic.

### FIRST PARENT ☐ GUARDIAN ☐ (check one)

Surname:

First Name:  Mr., Mrs.,  
Ms., Dr., etc.

Relationship to Student: ☐ Father ☐ Mother ☐ Other: Please specify

Address of First Parent or Guardian (if different from student's):

Address:

City:  Prov:  Postal Code:

Home Phone:  Business Phone:  Extension:

Other Phone:  E-mail   
(optional)

Religious Declaration: (check one) See note above\*. ☐ Not Roman Catholic ☐ Roman Catholic

### SECOND PARENT ☐ GUARDIAN ☐ (check one)

Surname:

First Name:  Mr., Mrs.,  
Ms., Dr., etc.

Relationship to Student: ☐ Father ☐ Mother ☐ Other: Please specify

Address of Second Parent or Guardian (if different from student's):

Address:

City:  Prov:  Postal Code:

Home Phone:  Business Phone:  Extension:

Other Phone:  E-mail   
(optional)

Religious Declaration: (check one) See note above\*. ☐ Not Roman Catholic ☐ Roman Catholic

### THIRD PARENT ☐ GUARDIAN ☐ (check one)

Surname:

First Name:  Mr., Mrs.,  
Ms., Dr., etc.

Relationship to Student: ☐ Father ☐ Mother ☐ Other: Please specify

Address of Third Parent or Guardian (if different from student's):

Address:

City:  Prov:  Postal Code:

Home Phone:  Business Phone:  Extension:

Other Phone:  E-mail   
(optional)

Religious Declaration: (check one) See note above\*. ☐ Not Roman Catholic ☐ Roman Catholic



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**FOURTH PARENT ☐ GUARDIAN ☐ (check one)**Surname: First Name:  Mr., Mrs.,  
Ms., Dr., etc. Relationship to Student: ☐ Father ☐ Mother ☐ Other: Please specify \_\_\_\_\_

Address of Fourth Parent or Guardian (if different from student's):

Address: \_\_\_\_\_

City:  Prov:  Postal Code: Home Phone:  Business Phone:  Extension: Other Phone:  E-mail   
(optional)Religious Declaration: (check one) See note above\*. ☐ Not Roman Catholic ☐ Roman Catholic

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**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 ☐ NoReligious Declaration: ☐ Not Roman Catholic ☐ Roman Catholic

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**STUDENT'S RESIDENCE** Student resides with (check all that apply):☐ 1st Parent/Guardian ☐ 2nd Parent/Guardian ☐ 3rd Parent/Guardian ☐ 4th Parent/Guardian ☐ Living Independently

Are there any family circumstances about which you wish the school to be aware? \_\_\_\_\_

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**EMERGENCY CONTACTS**

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

Emergency Contact #1: \_\_\_\_\_

Day Telephone:  Extension:  Other Phone: 

Emergency Contact #2: \_\_\_\_\_

Day Telephone:  Extension:  Other Phone: 

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**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 ☐ Haemophilia ☐ Heart Condition ☐ Asthma ☐ Other  
(please specify) (please specify)

Medical Notes: \_\_\_\_\_

Doctor's Name: (optional) Doctor's Phone: (optional)  Student's Alberta Health Care  
No. (optional)

