

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
- entitlement to francophone rights

School: _____ Grade: _____ Date of Registration

Day	Month	Year	

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 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, permanent residency 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

The indicated original documents have been provided to the school and copies made:

☐ Birth Certificate ☐ Residency document ☐ Canadian Citizenship document ☐ Passport

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

STAFF MAY REQUEST PROOF OF RESIDENCE BEFORE REGISTRATION CAN PROCEED.

Student's Residence: _____

[illegible]

MAILING ADDRESS IF DIFFERENT FROM STUDENT'S RESIDENCE (MAILOUTS FROM THE SCHOOL SHOULD BE SENT TO THIS ADDRESS)

Student's Mailing Address: _____

City: | | | | | | | | | | | | | | Prov: | | Postal Code: | | |

[illegible]

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:

[illegible]

City of last school: _____

Alberta School Number
(If available)

Last school province, if not Alberta:

or Country, if not Canada: _____

Student's Name:

Surname

Firs

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.

Relationship to Student: (please select one)

biological or adoptive mother ☐ step-mother ☐ Other _____

Surname: _____

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

Address (if different from student's): Does the student reside with this individual? Yes ☐ No ☐

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

FIRST PARENT/ GUARDIAN

Relationship to Student: (please select one)

biological or adoptive father ☐ step-father ☐ Other _____

Surname: _____

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

Address (if different from student's): Does the student reside with this individual? Yes ☐ No ☐

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

Relationship to Student: (please select one)

biological or adoptive father ☐ step-father ☐ biological or adoptive mother ☐ step-mother ☐ Other _____

Surname: _____

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

Address (if different from student's): Does the student reside with this individual? Yes ☐ No ☐

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

Relationship to Student: (please select one)

biological or adoptive father ☐ step-father ☐ biological or adoptive mother ☐ step-mother ☐ Other _____Surname: First Name: Mr., Mrs.,
Ms., Dr., etc. Address (if different from student's): Does the student reside with this individual? Yes ☐ No ☐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**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

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

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: **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: 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 *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.

CITIZENSHIP OR IMMIGRANT STATUS

- ☐ Canadian Citizen
- ☐ A Child of an individual who is lawfully admitted to Canada for permanent or temporary residence (does not include tourists or visitors)
- ☐ Lawfully admitted to Canada for permanent residence
- ☐ A Child of a Canadian Citizen
- ☐ International Student (Parent/Guardian residing in another country)

Birth Country, if NOT Canada: _____

Date of arrival in Canada (if applicable)

Day		Month		Year			

CITIZENSHIP DOCUMENTATION

Document Expiry Date:

(if applicable)

☐ Parent Work Visa

Day		Month		Year			

☐ Parent Student Visa

Day		Month		Year			

☐ International Student Visa

Day		Month		Year			

☐ Temporary Residency

No date required

☐ Citizenship Card

No date required

☐ Permanent Residency

No date required

The following questions are optional and 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? _____

FRANCOPHONE RIGHTS (optional)

According to 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, **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 *School Act*? ☐ Yes ☐ No

If **YES**, 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.

ABORIGINAL SELF-IDENTIFICATION (optional)

If you wish to identify yourself as an Aboriginal person, please specify:

☐ Status Indian/First Nations ☐ Non-Status Indian/First Nations ☐ Métis ☐ Inuit

Alberta Education provides additional funding to school districts based on the number of self-identified Aboriginal students. This funding is used to develop programs and resources to enhance Aboriginal education. The district uses the self-identification information internally to support these programs. For further information contact your school principal or Aboriginal Education, Edmonton Public Schools, 780-429-8410.

GUARDIANSHIP RIGHTS, CUSTODY OR ACCESS RIGHTS

Guardians of the student must be identified to ensure each party's rights are respected. If an order exists affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed on the student record. 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.

Please indicate if any such document (s) exist: ☐ Yes ☐ No

Type of legal document: ☐ Access and/or Custody ☐ Parenting ☐ Guardianship ☐ Protection

Copy in Student Record: ☐ Yes ☐ No

Document Expiry Date: (if applicable)

Day		Month		Year			

DECLARATION BY PARENT, GUARDIAN, OR INDEPENDENT STUDENT

I hereby certify the above information to be true, correct, and complete. I have also identified all guardians for this student.

Date: _____ Signature: _____

FOR SCHOOL USE ONLY

Residency

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 Grade

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 Home Room

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 Eligibility

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