



STUDENT REGISTRATION FORM – K - 12
(for Initial Entry to any Parkland School Division Schools)

To be officially registered as a student in a school operated by the Parkland School Division No. 70, this student registration form must be completed and signed either by the legal guardian or by the independent student (See #11).

This registration form is a legal document and therefore the information requested must be accurate and complete. Schools must be notified immediately of any changes to the information. In accordance with Section 13 of the School Act a copy of this form will be placed in the student’s record file.

1. ENROLMENT/PROGRAM INFORMATION

School Year: _____ Early Ed. Regular Alternative
 Date of Enrolment: _____ Early (K-4) Special Ed Stony Creek
 Previous School: _____ Middle (5-9) Outreach Maranatha
 High School French Imm
 Connections for Learning

2. CANADIAN CITIZENSHIP / BIRTHDATE / LEGAL NAME VERIFICATION
(Documentation to be provided at time of Registration)

Please note: Where a student is a “Child of an Individual Lawfully admitted to Canada”, Citizenship documentation for the parent(s) must also be provided.

- Canadian Birth Certificate Canadian Temporary or Permanent Resident Card
- Canadian Passport Canadian Citizenship/Immigration Papers
- Study Permit (additional documentation may be required for funding purposes)
- Parent’s Canadian Citizenship/Work Permit (Parent documentation to be submitted in addition to the student’s documentation where required)

Canadian Citizenship Status: _____ Citizenship Doc. Provided: _____
 eg. Canadian Citizen, Landed Immigrant, Permanent Resident, etc.

Permanent Landed Immigrant/Residency Documents: _____
 Student Immigration Visa #: _____
 Student Auth. Visa Expiry Date: _____

3. STUDENT INFORMATION:

Alberta Student Ed. #: _____
The student’s legal names must be documented as it is on an acceptable vital statistics document.

Student’s Legal Last Name: _____
 Student’s First And Middle Name: _____

Birthdate (M/D/Y) _____ Grade: _____ Gender: Male Female

Home Telephone #: _____ Email: _____
 (Area Code + Telephone Number)

Student’s First Language: _____

STUDENT’S PREFERRED NAME(S): (If different than legal names)
 “Also Known As” or “Preferred Name(s)” are used to record a surname and/or given name(s) other than the legal given name(s) that a student commonly uses for identification.

Student’s Preferred Last Name: _____
 Student’s Preferred First & Middle Names: _____

STUDENT’S CURRENT PHYSICAL ADDRESS: (REQUIRED)

Apt. # or Suite #: _____
 Street Address or Rural Address: _____
 Town/City: _____ Province/Territory: _____
 Postal Code: _____ Subdivision: _____

Does the student plan on riding a Parkland School Division No. 70 school bus? Yes ___ No ___

If yes, please either contact the school office to obtain a form or visit our website
<http://www.psd70.ab.ca/StudentTransportation/Pages/BusRegistration.aspx>
to complete the Student Transportation Registration Form online.

STUDENT’S CURRENT MAILING ADDRESS: (If different from Physical Address)

Apt. # or Suite #: _____
 Street Address or Rural Address: _____
 Town/City: _____ Province/Territory: _____
 Postal Code: _____ Subdivision: _____

4. **SIBLINGS** (please include pre-schoolers):

Name: _____ Birthdate:(M/D/Y) _____ Age: _____ School: _____
Name: _____ Birthdate:(M/D/Y) _____ Age: _____ School: _____
Name: _____ Birthdate:(M/D/Y) _____ Age: _____ School: _____
Name: _____ Birthdate:(M/D/Y) _____ Age: _____ School: _____
Name: _____ Birthdate:(M/D/Y) _____ Age: _____ School: _____

5. **LEGAL GUARDIAN(S) INFORMATION:**

For the purposes of the School Act, a parent is a legal guardian for the child. Please identify the legal guardian(s) for the child being enrolled. Legal guardianship in Alberta is as defined in the School Act and the Family Law Act, section 20. Please see the attached "Legal Guardianship" document. (Legal Guardianship Orders must be a Legal Court Order)

LEGAL GUARDIAN 1: Male Female (please check the one that applies to you)

Last Name: _____

First Name & Initial: _____ Dr. , Mr. , Mrs. , Ms. , Miss

Relationship to the Student: _____

Does the student reside with this legal guardian? Yes ___ No ___

If no, please identify the individual with whom the student lives: _____

Relationship to the Student: _____

LEGAL GUARDIAN 1's CURRENT MAILING ADDRESS: (if different than the student's)

Apt. # or Suite: _____

Street Address or Rural Address: _____

Town/City: _____ Province/Territory: _____

Postal Code: _____ Subdivision: _____

Home Telephone #: _____ Business Telephone #: _____

Email Address: _____ Cell #: _____

Place of Employment: _____

Religion of Guardian 1: Not Roman Catholic Roman Catholic

LEGAL GUARDIAN 2: Male Female (please check the one that applies to you)

Last Name: _____

First Name & Initial: _____ Dr. , Mr. , Mrs. , Ms. , Miss

Relationship to the Student: _____

Does the student reside with this legal guardian? Yes ___ No ___

If no, please identify the individual with whom the student lives: _____

Relationship to the Student: _____

LEGAL GUARDIAN 2's CURRENT MAILING ADDRESS: (if different than the student's)

Apt. # or Suite: _____

Street Address or Rural Address: _____

Town/City: _____ Province/Territory: _____

Postal Code: _____ Subdivision: _____

Home Telephone #: _____ Business Telephone #: _____

Email Address: _____ Cell #: _____

Place of Employment: _____

Religion of Guardian 2: Not Roman Catholic Roman Catholic

6. CUSTODY:

- a. In some instances, a child may be the subject of a protective court order (i.e. a restraining order). In other instances, an order or agreement made pursuant to legislation affecting guardianship rights, custody or access rights to the student may be issued. If any such orders or agreements exist, a copy will be required to be placed on the student record to ensure that each party's rights can be properly respected.

Please indicate if any such orders or agreements exist. Yes No

If "yes", you must provide legal documentation to support your request.

Custodian: _____

Legal Guardian: _____

Student Lives with: _____

- b. "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."

7. STUDENT'S EMERGENCY INFORMATION:

In order to provide a safe environment for your child in an emergency situation, please provide the following information. (An "emergency contact person" is someone other than the student's parent or guardian)

1. Emergency Contact Name: _____ Telephone #: _____
Relationship: _____ Cell #: _____

2. Emergency Contact Name: _____ Telephone #: _____
Relationship: _____ Cell #: _____

Student's Doctor's Name: _____ Telephone #: _____

Student's Alberta Health Care #: _____

STUDENT'S MEDICAL & FAMILY INFORMATION: (This information is optional, but is helpful for school staff.)

Does your child have any serious medical conditions which you wish the school to be aware? Yes No

Please specify: _____

Emergency action required for the above: _____

Please note any family circumstances about which you wish the school to be aware? _____

Name of Babysitter/Daycare (if applicable): _____ Telephone #: _____

8. SECTION 23 ELIGIBILITY (FRANCOPHONE EDUCATION):

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. If any one of the following conditions exists, the student is eligible for French instruction:

- Either parent's mother tongue is French. (French was the first language learned and understood by one of the parent(s))
- Either parent received primary school instruction in French in Canada
- One or more children in the family have received or are receiving primary or secondary school instruction in French in Canada

This does not include French Immersion.

Do you claim entitlement to a francophone education under the terms of the Canadian Charter of Rights and Freedoms and the School Act? Yes No

If "yes", do you wish to exercise these rights? Yes No

9. FIRST NATIONS / METIS / INUIT:

If you wish to declare that your child is an Aboriginal person, please specify

Status Indian/First Nations Non-Status Indian/First Nations Metis Inuit

Alberta Learning is collecting this personal information pursuant to section 33(c) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Learning, 10155 - 102 Street Edmonton, AB, T5J 4L5, (780) 427-8501.

Does the student have treaty status? Yes No

Does the student reside on a reserve? Yes No

On which reserve does he/she reside? _____

Band of Membership: _____

Band No. _____

Family No. _____

Child Position No. _____

10. SCHOOL HISTORY:

Name of previous school attended: _____

Name of previous school district: _____

Previous school province/country if not Alberta/Canada: _____

Has this student ever attended school in Parkland School Division? Yes No

If "yes" please name the school: _____

If returning to education – reason for interruption: _____

11. INDEPENDENT STUDENT STATUS

The *School Act* defines an independent student as someone who is 18 years of age or older; **or** 16 years of age or older and who is living independently or 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 *School Act*? Yes No

12. DECLARATION BY LEGAL GUARDIAN(S), OR INDEPENDENT STUDENT:

I hereby declare that I am / we are the legal guardian(s) or the independent student referred to in this registration form and that I hereby certify the foregoing information to be true, correct and complete.

I have also read and understand the information regarding legal guardianship and have identified all legal guardians for the above-named child.

Signature:

Date:

Signature:

Date:

THIS SECTION TO BE COMPLETED BY SCHOOL PERSONNEL

School Student Id Number: _____

Registration for current school year _____

Pre registration for next year: _____

Origin School : _____

REGISTRATION/ENROLMENT STATUS VERIFICATION:

Registration Entry Date: _____ Citizenship _____ Resident Board _____

Exceptional Student Code: _____

Exit Description: _____ Exit Date: _____

Principal's Approval _____

Legal Guardianship

Effective October 2005, amendments to the *School Act* provide that a parent is the guardian as set out in section 20 of the *Family Law Act* ("FLA"); Part 5 of the *Child Welfare Act*; Part 1, Division 5 of the *Child, Youth and Family Enhancement Act*; or section 23 of the FLA; a temporary or permanent guardianship order under the *Child Welfare Act*; or an order of the court or an agreement made in accordance with family law legislation.

While a parent is usually the legal guardian of their child, that is not always the case. Guardianship rights can be shared by parents or can be lost. As a student's right to attend any particular school is based upon the residence of the "parent", and as it is the parent who exercises the various powers, responsibilities and entitlements as a guardian under the *School Act*, it is important that a school board determine who the legal guardians are for any particular child.

The FLA provides that, subject to any order of a court regarding guardianship of the child, the mother and father of the child are both the guardians of the child where the mother and the father:

- were married to each other at the time of the birth of the child;
- were married to each other and the marriage was terminated by a decree of nullity of marriage, or a judgment of divorce granted less than 300 days before the birth of the child;
- married each other after the birth of their child;
- cohabitated with each other for 12 consecutive months during which time the child was born; or
- were each other's adult interdependent partners at the time of the birth of their child or became each other's adult interdependent partners after the birth of their child.

If the above does not describe your relationship, guardianship is determined based on residence of the child. Section 20(3) of the FLA provides that the mother and the father are both the guardians of the child until such time as the child usually begins to reside with one of the parents, at which time that parent becomes the sole guardian of the child; or if the child lives with both parents, or alternatively, with each parent for substantially equivalent periods of time, both parents become the guardians of the child. According to the *School Act* (section 44), where a child's guardians live separately and in different school jurisdictions, the guardians shall choose one or the other of the school jurisdictions as the school system where the child will attend.

Despite subsection 20(3) of the FLA, if both parents agree in writing, both parents continue to be the guardians of the child even after the child begins to usually reside with only one of them. A parent with whom the child has usually resided for one year is the guardian of the child, even if the child no longer resides with that parent.

The FLA is the provincial legislation that defines guardianship rights in Alberta. Parental rights may also be described using the terms of custody and access in cases where the parties are divorced or have commenced legal proceedings under the *Divorce Act*. The *School Act* provides that 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 that person to provide proof of the claim.

Please provide copies of any orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child or child's information, to the principal of your school.