

Office Use Only

Alberta Education ID: _____

First Day of School: _____
(mm/dd/yyyy)

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 Division.

0121

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 Residence – 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 [Link to: Transportation Online Application Form](#)

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)				
	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)				
	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 parent/legal guardian is not available, please indicate 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 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.

Disclosure Restrictions

A parent/legal guardian may have their right to access a student or information about a student removed by a legal process. Please indicate if a legal document exists which restricts access to this student or information about this student:

Yes No

If yes, the school will collect the supporting legal documentation which will be retained as part of the student record.

If no, the information collected on this registration form and documents collected under the *Student Record Regulation* may be disclosed as permitted under the regulation.

Aboriginal Self-Identification

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 refer to: <https://www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx> 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 Sturgeon Public School Division Superintendent/CEO 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. Completed Non-Resident Agreement Grade K - 12 is required.

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. The information provided in this document is true, correct and complete. I have identified all parents and legal guardians for this student. The individuals identified in the "Parent/Legal Guardian" section have the right to view student information and make educational decisions for this child, unless otherwise indicated and supported with legal documentation. Further, I recognize that it is my responsibility to notify my child's school should the above information change.

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 2021-2022

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.



Collection and use of personal information

Sturgeon Public School Division collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information.

Below are some **examples** of how and where personal information may be used. This list is not intended to be all-inclusive.

- | | |
|---|--|
| <ul style="list-style-type: none">• use of student's name and related contact information for absenteeism verification;• use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook or an internal website;• the taking and use of individual, class, team, club or school videos and photos within the school internal school purposes; | <ul style="list-style-type: none">• use of student's name on artwork or other material to be displayed at the school or another Sturgeon Public Schools site;• use of student's name on lists such as honour rolls, scholarships or other awards within the school or school division;• managing and validating school passwords and email accounts;• sharing information with Alberta Education. |
|---|--|

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, Sturgeon Public School Division is authorized and **required** under the provisions of the *Education Act* and its regulations to collect, use and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students.

Sturgeon Public Schools uses G Suite and Microsoft 365 for Education allowing all students and staff to communicate and collaborate. Any emails, documents, presentations or files created in Google Apps and Microsoft 365 for Education is stored on servers located outside of Canada and subject to foreign laws.

Sturgeon Public Schools uses monitoring and filtering software when students are logged into their school accounts during school hours to ensure that each student and staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Content-filtering software runs whenever a student is using their school account.

Please note: photos or videos of students attending or participating in school activities (e.g.: sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. Sturgeon Public School Division cannot control or prevent the further distribution or use of these photos, videos, images or other personal information.

When student information is used by the school or the school division for purposes beyond educational programming and student safety, the FOIP Dual Consent Form must be signed and returned to the school.

Please contact the FOIP Coordinator at 780-939-4341, if you have any questions or concerns regarding the collection or intended uses of this information.



When student information is used by the school or the school district for purposes beyond educational programming and student safety, the [FOIP Consent Form](#) must be signed and returned to the school.

Please contact the school Principal if you have any questions or concerns regarding the collection or intended uses of this information.

Frequently Asked Questions

Why am I being asked for personal information about me and my child on the school's registration form?

The school requires this information in order to provide an education and a safe learning environment as required by the *Education Act* and Alberta's *Freedom of Information and Protection of Privacy Act (FOIPP)*.

What does this mean?

Examples as to how this information may be used include:

- receive education funding from the Government of Alberta;
- check on the child if they are absent;
- create newsletters or yearbooks for the school;
- recognize your child's achievement on an honour roll; and
- manage and validate school passwords and email accounts.

Will pictures or videos be made of my child without my permission?

Your child's teacher may wish to take pictures or videos for use within the school community. If you signed the [FOIP Consent Form](#), pictures or videos may be posted on public websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

What if the media comes to the school?

Your child will not be recorded by the media unless you sign the [FOIP Consent Form](#) allowing this to take place. However, if your child is on a field trip at a public place, photos may be taken by the public or the media without permission. If this is a concern for you, please let the school know.

Will my child's picture or name be on the Internet?

The information may be posted on an internal website used by many schools. If you signed the [FOIP Consent Form](#), pictures or videos may be used on public, external websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

I have additional concerns about my child's information being shared. How do I let the school know?

Contact the Principal to discuss your concerns.