



School and School Code: Sir Alexander Mackenzie - 2542

FOR OFFICE USE ONLY

Registration Date:
School Student ID #
Receipt #
Course:
Alberta Learning Student ID #
Present School Attending:
Course:

STUDENT INFORMATION (PLEASE PRINT)

LEGAL NAME

Surname First Name Middle Name(s)
Birth Date Gender: Female Male Current Grade as of Sept
Day Month Year YEAR

Alberta Health Care # Language Spoken at Home
Student Also Known as (if different from above)

THE STUDENT'S BIRTH CERTIFICATE IS REQUIRED - PLEASE PROVIDE THE ORIGINAL FOR PHOTOCOPYING
Birth Certificate Received & Copy Made Birth Certificate Returned
A COPY OF THE MOST RECENT REPORT CARD WOULD BE APPRECIATED
Report Card Received & Copy Made Report Card Returned

STUDENT CURRENT MAILING ADDRESS

Apartment #/Street Address/Box #
City/Town Province Postal Code Telephone

STUDENT PERMANENT MAILING ADDRESS (if different from above)

Apartment #/Street Address/Box #:
City/Town Province Postal Code Telephone

PARENT/GUARDIAN INFORMATION

FATHER/GUARDIAN

Mr. Dr.
Daytime Ph
Evening Ph Alternate
Address (if different from student's):
Street
City Postal Code
e-mail
Religion: Protestant Non-Protestant

MOTHER/GUARDIAN:

Mrs. Ms. Dr.
Daytime Ph
Evening Ph Alternate
Address (if different from student's):
Street
City Postal Code
e-mail
Religion: Protestant Non-Protestant

Student Lives With (Select One): Parents Mother Father Guardian Other

In rare instances a child may be designated as protected, or may be the subject of a Custody or Access Order if a court order has been issued under the Child Welfare Act, the Domestic Relations Act, the Divorce Act or the Young Offenders Act, or a separation agreement has been entered into between the parents. Please indicate if any such order affecting the safety, security, custody or access of the child has been issued. If yes, please make arrangements to discuss the situation with school administration. Legal documentation will be required. YES NO

EMERGENCY/MEDICAL INFORMATION - Person To Contact When Parent/Guardian Cannot Be Reached

Contact #1 Mr. Mrs. Ms. Dr. Daytime Ph Evening Ph
Contact #2 Mr. Mrs. Ms. Dr. Daytime Ph Evening Ph
Doctor's Name Doctor's Phone

Please note babysitter or daycare if different from emergency number:

Babysitter/Daycare Name Telephone

Please specify any medical problems that the school should know about.

IN THE EVENT OF AN EMERGENCY, THE SCHOOL WILL CONTACT THE APPROPRIATE MEDICAL PERSONNEL.



PROGRAM SELECTION

Regular English Program [ ] French Immersion Program [ ] Special Education [ ] Cogito [ ]
LOGOS Program [ ] Late French Immersion [ ] International Baccalaureate [ ]

Kindergarten Preference
a.m. [ ] p.m. [ ]

CITIZENSHIP

Is the student a Canadian Citizen? Yes [ ] No [ ]

If No, please check one of the following:

Permanent Resident/Landed Immigrant [ ] Child of a Canadian Citizen [ ]
Child of an Individual Lawfully Admitted to Canada for Permanent or Temporary Residence [ ]
Other: \_\_\_\_\_

Student Authorization: Visa Number \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_
Day Month Year

SIBLING INFORMATION

Table with columns: Name, Date of Birth (Day, Month, Year), School, Grade. Rows for 1st, 2nd, 3rd, 4th Child.

PREVIOUS SCHOOL (If Applicable)

Last School Attended \_\_\_\_\_ Last Grade \_\_\_\_\_
School Address \_\_\_\_\_
City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_
If Home Schooled, Name of Responsible Jurisdiction \_\_\_\_\_

FRENCH MINORITY EDUCATION PARENT DECLARATION (FRANCOPHONE)

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 (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, do you wish to exercise these rights? Yes [ ] No [ ]

Eligible Parent(s)' Signature(s) \_\_\_\_\_

If you wish to declare that you are an Aboriginal person, please specify:

[ ] Status Indian/First Nations [ ] Non-Status Indian/First Nations [ ] Métis [ ] 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 in addition to other legislation applicable to the educational institution. 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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (F.O.I.P.)

The information collected on this registration form is required in order to allow the board, through its administrators to make such decisions as are necessary in order for it to fulfill its obligation to provide students with an appropriate education program, to provide a safe and secure environment, to protect the student's rights and to determine eligibility for particular programs and the funding available both under the School Act and the Regulations and through the Charter of Rights and Freedoms.

The information will be made available to employees of St. Albert Protestant Schools, its authorized agents, and the Board of Trustees, within the scope of their roles and responsibilities, and to individuals working with the students in schools and to Alberta Learning on a need to know basis.

Please read the information contained on the attached Notification of Use, which describes particular uses to which personal information may be put. The information will be used for authorized programs and activities that are a part of normal school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In this case, please contact the principal/administrator at the school where your child attends.

I have read and understand the attached Notification Of Use.

Eligible Parent(s)' Signature(s) \_\_\_\_\_

How did you hear about our District and Schools?

District Publications/Web Site [ ] TV [ ] Radio [ ] School Publications/Web Site [ ]
Newspaper Ads/Articles [ ] Other (Please Specify): \_\_\_\_\_

I hereby affirm that I have read the registration form and understand how the information may be used. I affirm that the information provided on this registration form is complete and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## ST. ALBERT PROTESTANT SCHOOLS

### NOTIFICATION OF USE

#### **Freedom of Information and Protection of Privacy (FOIP) Act**

The FOIP Act, which applied to school boards on September 1, 1998, establishes what are known as fair practice rules for the collection, use and disclosure of personal information within the custody or under the control of a school board and other such local public bodies.

When school boards collect personal information directly from individuals about whom the information is about, these individuals are entitled to be advised of:

- The legal authority for the collection;
- The purpose for which the information is collected; and
- The title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

The information collected on the school registration form contains personal information covered by the FOIP Act. This information is collected pursuant to the provisions of the School Act, its regulations and the Charter of Rights and Freedoms. This information is required in order to properly register your child within St. Albert Protestant Schools and is necessary and related directly to the school board's obligation to provide each student with an educational program that meets their needs, to provide a safe and secure school environment, to protect the child's rights and to determine eligibility for programming and funding.

This information will be made available to employees of St. Albert Protestant Schools and the Board of Trustees within the scope of their roles and responsibilities and to individuals working with the children in schools and Alberta Learning, on a need to know basis. Please read the following information about the types of activities for which personal information is collected. The information will be used for authorized programs and activities that are vital to a healthy, well functioning school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In such cases, please contact the principal/administrator at the school where your child attends to discuss your concerns.

The uses to which the personal information collected on the registration form may be put, which are considered part of a vital, healthy and well functioning school, are listed below. In order to assist the board in maintaining a vital and healthy environment, participation of all students is important and encouraged. The activities where personal information may be used are:

- The use of student's name, photograph or comments about the student in the school calendar, newsletter, yearbook, graduation book or other school publications.
- The taking of individual, class, club or team photos for school purposes and the use of student photos for the issuance of student identification cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or district sites or at school or district sponsored displays within the community; provided that a copyright consent form has been signed respecting the works created by each student.

## **NOTIFICATION OF USE**

### **Freedom of Information and Protection of Privacy (FOIP) Act**

- The use of student names, related contact information and telephone numbers for absenteeism verification, for kindergarten parents' information or for distribution to parents regarding field trips.
- The use of family name and address information for the purpose of satisfaction surveys.
- The use of student names for recognition purposes on honour rolls, at graduation ceremonies and for scholarships or receipt of other awards or for birthday recognition purposes within the school or jurisdiction.
- The use of student names on class lists posted for the purpose of class placement for the coming school year.
- The use of student names and academic information necessary for determining eligibility or suitability for provincial federal or other types of awards or scholarships in the event the board applies on the student's behalf.
- The use of student's name, address, parental and emergency contact information, for the provision of transportation services.
- The taking of photos and/or videos of classroom or other school sponsored activities and their use by the media or other organizations where students are not identified by name or face, or interviewed. Where individual students are identified or interviewed and the material will be used outside the school a separate and specific consent will be required. You will be contacted prior to such events taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes outside the school.
- The taking of photos or videos of classroom or other school activities by school board personnel or agents for non-profit and educational purposes, where the material will be used within the school. Where individual students are identified or interviewed and the material is to be used outside the school, separate and specific consents will be required. You will be contacted prior to such events taking place.
- The public may access school newsletters through the respective school websites. The newsletters regularly include news items such as: student activities, sports clubs and recognition of students who have received awards. Student names and/or pictures may also be included.