

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

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 guardian, or by the student (if living independently). This form is used to enrol a student who is new to Edmonton Public Schools, or who is returning to the District. Use this form to record important changes, such as the student identification (legal name, date of birth, gender, identification document type and document number), legal relationship of student and parent/guardian, francophone rights or Aboriginal Self-Identification.

**Office Use Only**

EPS #  ASN #  Program

School  Grade  Room  First Day of School 

Month	Day	Year
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## 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 name*.

Student's Legal Last Name

Student's Legal First Name

Student's Legal Middle Name  Date of Birth 

Month	Day	Year
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 Male  Female

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

Home Phone *(with area code)*  Other Phone *(with area code)*

(  ) (  )

Preferred First Name  Preferred Last Name

**SCHOOL HISTORY** Has the student ever registered at an Edmonton Public School?  Yes  No

Previous Non-EPS School Attended  City  Province/Country

**Office Use Only**

Legal Name Verification Document:  Last four digits:  Address Verified By:

<b>Alberta Adoption Order</b>	<b>Canadian Passport</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Operator's License</td></tr> <tr><td>Utility Bill</td></tr> <tr><td>Lease Agreement</td></tr> <tr><td>Property Tax Bill</td></tr> <tr><td>Other:</td></tr> </table> <p>Address verification documents are NOT part of the student record. Do not retain at the school.</p>	Operator's License	Utility Bill	Lease Agreement	Property Tax Bill	Other:
Operator's License							
Utility Bill							
Lease Agreement							
Property Tax Bill							
Other:							
<b>Alberta Birth Certificate</b>	<b>Canadian Permanent Resident Visa</b>						
Alberta Health Care Card	<b>Canadian Study Permit</b>						
Alberta Identification Card	<b>Canadian Temporary Resident Visa</b>						
Alberta Change of Name Certificate	<b>Canadian Work Visa</b>						
Alberta Operator's License	Foreign Birth Certificate						
Canadian Birth Certificate outside Alberta	Foreign Marriage Certificate						
Canadian Certificate of Indian Status	Passport issued outside Canada						
<b>Canadian Citizenship Certificate</b>	<b>Registration Form (temporary declaration)</b>						
Canadian Marriage Certificate							

\***Bolded** documents will be accepted for funding claims and a copy kept on file in the Student Record.

## CITIZENSHIP INFORMATION

What is the citizenship or immigrant status of the student?

- Canadian citizen  
 Lawfully admitted to Canada for permanent residence (student)  
 Temporary Resident (student)  
 Child of a Canadian citizen  
 Child of an individual lawfully admitted to Canada for permanent or temporary residence  
 Step-child of a Canadian or Temporary Foreign Worker

Birth Country, if NOT Canada

Citizenship Documentation: Expiry Date (if applicable):

Parent Work Visa	Month	Day	Year
Parent Student Visa	Month	Day	Year
Permanent Residency			
Temporary Residency			
Citizenship Card			
Temporary (International) Student Visa	Month	Day	Year

The following questions 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?

## SECTION 23 – 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*?  Eligible  Ineligible

If eligible, 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.

## 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 (M/D/Y) (if applicable):

Month | Day | Year

## 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 is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (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. Alberta school boards are also collecting this information pursuant to the same section in conjunction with section 2(1)(t) of the Student Record Regulation and for the same purposes. This information will also be used to determine the provincial First Nations, Métis and Inuit Funding Allocation provided to school authorities.

For further information or if you have questions regarding the collection activity, please contact the Office of the Director, Aboriginal Policy, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, 780-427-8501. If you have questions regarding the collection activity by Edmonton Public Schools, please contact your school principal or FNMI and Diversity, Edmonton Public Schools, 780-429-8580.

## 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 use of this information please contact the school principal.

## PARENT/GUARDIAN 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.

<b>First Parent/Guardian</b>	Relationship to Student ( <i>select one</i> ) <input type="checkbox"/> biological or adoptive mother <input type="checkbox"/> step-mother <input type="checkbox"/> other:			
	Last Name			
	First Name			Mr., Mrs., Ms., Dr., etc.
	Address ( <i>if different from student's</i> )		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone ( <i>with area code</i> ) (        )		Business Phone ( <i>with area code</i> ) (        )	
	Other Phone ( <i>with area code</i> ) (        )		Email	
	Religious Declaration ( <i>check one</i> ) See note above* <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			
<b>Second Parent/Guardian</b>	Relationship to Student ( <i>select one</i> ) <input type="checkbox"/> biological or adoptive father <input type="checkbox"/> step-father <input type="checkbox"/> other:			
	Last Name			
	First Name			Mr., Mrs., Ms., Dr., etc.
	Address ( <i>if different from student's</i> )		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone ( <i>with area code</i> ) (        )		Business Phone ( <i>with area code</i> ) (        )	
	Other Phone ( <i>with area code</i> ) (        )		Email	
	Religious Declaration ( <i>check one</i> ) See note above* <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			
<b>Third Parent/Guardian</b>	Relationship to Student ( <i>select one</i> ) <input type="checkbox"/> biological/adoptive father <input type="checkbox"/> step-father <input type="checkbox"/> biological/adoptive mother <input type="checkbox"/> step-mother <input type="checkbox"/> other:			
	Last Name			
	First Name			Mr., Mrs., Ms., Dr., etc.
	Address ( <i>if different from student's</i> )		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone ( <i>with area code</i> ) (        )		Business Phone ( <i>with area code</i> ) (        )	
	Other Phone ( <i>with area code</i> ) (        )		Email	
	Religious Declaration ( <i>check one</i> ) See note above* <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			

<b>Fourth Parent/Guardian</b>	Relationship to Student ( <i>select one</i> )			
	<input type="checkbox"/> biological/adoptive father <input type="checkbox"/> step-father <input type="checkbox"/> biological/adoptive mother <input type="checkbox"/> step-mother <input type="checkbox"/> other:			
	Last Name			
	First Name			Mr., Mrs., Ms., Dr., etc.
	Address ( <i>if different from student's</i> )		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone ( <i>with area code</i> ) (       )		Business Phone ( <i>with area code</i> ) (       )	
Other Phone ( <i>with area code</i> ) (       )		Email		
Religious Declaration ( <i>check one</i> ) See note above* <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> 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     No

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

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

### EMERGENCY/MEDICAL INFORMATION

#### EMERGENCY CONTACTS

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

Emergency Contact #1

Home Phone of Emergency Contact #1 ( <i>with area code</i> ) (       )	Other Phone ( <i>with area code</i> ) (       )
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Emergency Contact #2

Home Phone of Emergency Contact #2 ( <i>with area code</i> ) (       )	Other Phone ( <i>with area code</i> ) (       )
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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 (*please specify*)     Haemophilia     Heart Condition     Asthma     Other (*please specify*)

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

Student's Alberta Health Care Number: \_\_\_\_\_

### DECLARATION BY PARENT, GUARDIAN, OR INDEPENDENT STUDENT

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

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