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| <b>1</b>   | <b>PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM</b> (see Instructions, section 1) |
| 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). |   |
| Is this school your designated school? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| If no, please complete Form 5-01A Requested School Registration Application  |   |

|  |       |                    |
|--|-------|--------------------|
| <b>OFFICE USE ONLY</b>   |       |                    |
| PHPS #   | ASN # | Registration Date: |
| School   | Grade |                    |
| <input type="checkbox"/> Birth Certificate or VISA/ Immigration Document collected |       |                    |

|                             |  |   |                          |
|-----------------------------|--|---|--------------------------|
| <b>2</b>                    | <b>STUDENT INFORMATION</b> (see Instructions, section 2) |   |                          |
| Legal Name                  | Last Name  | First Name  | Middle Name(s)           |
| Preferred Name              | Last Name  | First Name  | Middle Name(s)           |
| Date of Birth               | MM-DD-YYYY   | Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other/ Prefer not to disclose |                          |
| Student Phone Number        | Res  | Cell (optional)   | Student email (optional) |
| Mailing Address             |  | City, Province  | Postal Code              |
| Home Address (if different) |  | City, Province  | Postal Code              |
| Rural Gate Address (rural)  |  | Legal Land Description (rural)  |                          |

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| <b>3</b>   | <b>SCHOOL INFORMATION</b> (see Instructions, section 3) |             |
| Has this student ever attended school in Pembina Hills Public Schools? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |             |
| If yes, which school?  | Grade   | Year        |
| Name of last school attended (if different from above)   | Grade   | Year        |
| Mailing Address of last school attended (if not a PHPS school)   | City, Province  | Postal Code |
| <b>Kindergarten Registration ONLY</b>  |   |             |
| Please select your class preference. We do try to accommodate preferences as much as possible, however we cannot guarantee that your child will be placed in the program on the days selected. |   |             |
| Depending upon the number of French ECS registrations, there may only be one class. If this is the case, the dates of this class will be determined by the school.                             |   |             |
| <input type="checkbox"/> English <input type="checkbox"/> Mon/ Wed <input type="checkbox"/> Tues/ Thurs<br><input type="checkbox"/> French <input type="checkbox"/> Tues/ Thurs                |   |             |

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| <b>4 SPECIAL LEARNING NEEDS</b> (see Instructions, section 4) |  |
| Does this student have any special learning needs?            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please specify  |  |
| Does this student have an IPP?                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| <b>5 CITIZENSHIP/ IMMIGRATION STATUS</b> (see Instructions, section 5)  |   |   |                           |
| Canadian Citizen?   | <input type="checkbox"/> Yes (A copy of the student's birth certificate is required)              | Birth Certificate Number                  | Date Issued: (MM-DD-YYYY) |
| Canadian Citizen?   | <input type="checkbox"/> No (Complete the following section)                                      |   |                           |
| Birth country, if NOT Canada:   |   |   |                           |
| <input type="checkbox"/> Permanent Resident/ Landed Immigrant (student) | <input type="checkbox"/> Student Authorization – Study Permit                                     | Student Visa Expiry Date (YYYY- MM-DD)    |                           |
| <input type="checkbox"/> Child/ step-child of a Canadian Citizen        | <input type="checkbox"/> Child/ step-child of a lawfully admitted permanent or temporary resident | <input type="checkbox"/> Refugee Claimant |                           |

|   |                                     |  |                |                              |                             |
|---|-------------------------------------|--|----------------|------------------------------|-----------------------------|
| <b>6 PARENT AND/OR GUARDIAN INFORMATION</b> (see Instructions, section 6)   |                                     |  |                |                              |                             |
| A student may be impacted by court order under the Child, Youth and Family Enhancement Act, Family Law Act, Divorce Act, or Youth Criminal Justice Act. Does such an order exist? If so, you <b>MUST</b> provide a copy of the court order so that the school may comply. |                                     |  |                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Student lives with  |                                     |  | Relationship   |                              |                             |
| Parent/<br>Guardian 1   | Last Name                           |  | First Name     |                              | Relationship to Student     |
|   | Email                               |  | Res            | Work                         | Cell                        |
|   | Address (if different from student) |  | City, Province |                              | Postal Code                 |
| Parent/<br>Guardian 2   | Last Name                           |  | First Name     |                              | Relationship to Student     |
|   | Email                               |  | Res            | Work                         | Cell                        |
|   | Address (if different from student) |  | City, Province |                              | Postal Code                 |
| Parent/<br>Guardian 3   | Last Name                           |  | First Name     |                              | Relationship to Student     |
|   | Email                               |  | Res            | Work                         | Cell                        |
|   | Address (if different from student) |  | City, Province |                              | Postal Code                 |
| Child Care<br>Provider (if<br>applicable)   | Last Name                           |  | First Name     |                              | Relationship to Student     |
|   | Email                               |  | Res            | Work                         | Cell                        |
|   | Address                             |  | City, Province |                              | Postal Code                 |

**IMPORTANT:** This information is collected under the Authority of the Freedom of Information and Protection of Privacy Act Section 33(c). This information will be used to identify practices or conditions which may affect the safety and care of individuals. For further information, you may call the Principal or the FOIP Coordinator at 780.674.8500.

|  |  |                                |                                |                              |
|--|--|--------------------------------|--------------------------------|------------------------------|
| <b>7 ABORIGINAL SELF-IDENTIFICATION</b> (see Instructions, section 7)  |  |                                |                                |                              |
| If you wish to declare the student is Aboriginal, please select one:   |  |                                |                                |                              |
| <input type="checkbox"/> First Nation (status)   | <input type="checkbox"/> First Nation (non-status) | <input type="checkbox"/> Metis | <input type="checkbox"/> Inuit | <input type="checkbox"/> n/a |
| For further information, please refer to: <a href="http://education.alberta.ca/system-supports/results-reporting">education.alberta.ca/system-supports/results-reporting</a> 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 Superintendent of Schools at 780.674.8500.   |  |                                |                                |                              |

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| <b>8 FRANCOPHONE EDUCATION RIGHTS</b> (see Instructions, section 8)  |                              |                             |
| Are you eligible for rights under the Francophone Education Rights of the Charter of Rights and Freedoms?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If eligible, do you wish to exercise your rights under Section 23 of the Francophone Education Rights of the Charter of Rights and Freedoms by registering your child in a Francophone school? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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| <b>9 FREEDOM OF INFORMATION AND PROTECTION OF PERSONAL PRIVACY ACT (FORM 3-46)</b> (see Instructions, section 9)  |                              |                             |
| Please complete a separate consent form regarding Freedom of Information and Protection of Privacy provisions in Section C of the Parent Information sheet. |                              |                             |
| Form 3-46 Freedom of Information And Protection Of Personal Privacy act has been completed?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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| <b>10 TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR K-12 STUDENTS (FORM 8-01)</b> (see Instructions, section 10) |                              |                             |
| Please complete a separate consent form regarding Technology Acceptable Use Agreement for K-12 Students.   |                              |                             |
| Form 8-01 Technology Acceptable Use Agreement has been completed?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

|  |                              |                             |
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| <b>11 MEDICAL INFORMATION (FORM 60-08B)</b> (see Instructions, section 11) |                              |                             |
| Please complete separate consent and medical information forms.            |                              |                             |
| Form 60-08B Medical Information has been completed?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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| <b>12 FIELD TRIP WITHIN WALKING DISTANCE OF SCHOOL (FORM 6-03C)</b> (see Instructions, section 11) |                              |                             |
| Please complete separate form regarding Field Trip Within Walking Distance of School               |                              |                             |
| Form 6-03C Field Trip Within Walking Distance Of School has been completed?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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| <b>DECLARATION</b>   |                                |
| I, the undersigned, hereby represent that I have the legal authority to register the child. I declare the information that I have provided on this form is complete and accurate. I will notify the school of any changes to the information on this form. |                                |
| Signature of Custodial Parent/ Legal Guardian/ Independent Student   | Registration Date (MM-DD-YYYY) |

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|  |   |
|--|---|
| <b>1</b>   | <b>PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM</b> (see Instructions, section 1) |
| <p>Is this school your designated school?</p> <ul style="list-style-type: none"> <li>• Pembina Hills Public Schools had established attendance areas for each school community operated by the division;</li> <li>• The Board encourages students to attend their designated school; determined by the student's home location;</li> <li>• The Board recognizes parent rights to request their children attend a school other than the designated school in their area;</li> <li>• If the school you are registering for is not the student's designated school, form 5-01A Requested School Registration Application <b>MUST</b> be filled out. The requested school will not accept the student registration of a student from outside their attendance area until this form has been completed and approved.</li> <li>• For further information, refer to AP 50-01 Requesting a School Other Than Designated School.</li> </ul> |   |

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| <b>2</b>   | <b>STUDENT INFORMATION</b> |
| <ul style="list-style-type: none"> <li>• Rural Gate Address is different from the legal land description. The Rural Gate Address is a standardized system of identifying and locating rural properties set by Alberta Municipal Affairs. An example of a Rural Gate Address is 643008 Rge Rd 33. An example of a Legal Land Description is NW 29-58-6-W5.</li> </ul> |                            |

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| <b>3</b>   | <b>SCHOOL INFORMATION</b> |
| <ul style="list-style-type: none"> <li>• PHPS requires the name of the last school your student attended in order to request the child's cumulative file. This file includes general information such as grades, attendance, discipline, standardized assessment reports and other information from a student's educational past.</li> </ul> |                           |

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| <b>4</b>   | <b>SPECIAL LEARNING NEEDS</b> |
| <p>Does this student have any special learning needs?</p> <ul style="list-style-type: none"> <li>• PHPS priorities are Engaged Learner and Success for ALL students. Under these priorities, the Board's strategies support students in the inclusive learning environment. Identification of special learning needs helps the school support students achieve success.</li> </ul> <p>Does this student have an IPP?</p> <ul style="list-style-type: none"> <li>• Individual Program Plans are developed for students who have been identified as experiencing significant learning needs and/or possessing significant strengths or abilities as defined by Alberta Learning. All students identified as special education will have an IPP.</li> </ul> |                               |

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| <b>5</b>  | <b>CITIZENSHIP/ IMMIGRATION STATUS</b> |
| <ul style="list-style-type: none"> <li>• Proof of Citizenship must be received by the school in the form of a Canadian Birth Certificate or VISA/ Immigration documents.</li> </ul> |  |

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| <b>6</b>   | <b>PARENT AND/OR GUARDIAN INFORMATION</b> |
| <p>Court Documents</p> <ul style="list-style-type: none"> <li>• A student may be impacted by a court order under the Child, Youth and Family Enhancement Act, Family Law Act, Divorce Act, Or Youth Criminal Justice Act. If such documents apply to your student, copies must be provided to the school so the school may comply with the order.</li> </ul> |   |

|   |                                       |
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| <b>7</b>  | <b>ABORIGINAL SELF-IDENTIFICATION</b> |
| <ul style="list-style-type: none"> <li>• Aboriginal student self-identification helps determine the number of First Nations, Metis and Inuit students in provincial school authorities. This information is collected during the registration or annual verification process in public, separate, Francophone, charter, and Level 2 accredited funded private schools.</li> <li>• The information is used to improve accountability for Aboriginal education and to inform efforts to close the achievement gap between Aboriginal and all Alberta students.</li> <li>• It is not mandatory for students to self-identify.</li> <li>• Alberta Education does not ask schools or students for proof of Aboriginal identity.</li> </ul> |                                       |

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**8****FRANCOPHONE EDUCATION RIGHTS**

The exercise of Francophone eligibility refers to instruction in a Francophone school, NOT a French Immersion school. According to the School Act and Section 23 of the Canadian Charter of Rights and Freedoms, a student is eligible for instruction in a Francophone school if at least one parent is a Canadian citizen and one of the following three conditions exist:

- Either parent's first language learned and still understood is French, or
- Either parent has received their primary school instruction in Canada in French, or
- One or more of the parent's children has received or is receiving primary or secondary instruction in French in Canada.

**NOTE: PHPS does not operate any Francophone schools**

**9****FREEDOM OF INFORMATION AND PROTECTION OF PERSONAL PRIVACY ACT (FORM 3-46)**

- The FOIP Act (Freedom of Information and Protection of Privacy) sets controls and standards on how the school board collect, use and disclose personal information that is in their custody or in their control.
- The personal information collected is pursuant to the provisions of the School Act and its regulations and pursuant to section 33(c) of the FOIP Act.
- Types of information that may be collected by the division and/or school are: taking of individual, class, team or club photos for school purposes; the use of students' names, related contact information and telephone numbers for absenteeism verification; the use of students' names on artwork or other material displayed at the school or other locations in the division.
- Further information can be found at [www.servicealberta.ca/foip/](http://www.servicealberta.ca/foip/) or on PHPS Form 3-46.

**10****TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR K-12 STUDENTS (FORM 8-01)**

- PHPS believes that a framework is needed to provide students with opportunities to learn the values, skills, and behaviors required to contribute and manage the challenges of a digital world.
- The division provides users with access to technology to support teaching and learning and to enable efficient division administration and communication.
- Technology, including personally owned devices, must be used appropriately for these intended purposes.
- Further information is provided in AP 80-01 Digital Citizenship as well as on Form 8-01.

**11****MEDICAL INFORMATION (FORM 60-08B)**

- The Division recognizes the importance of health, safety and overall well-being of students and is committed to taking steps to reduce the risk of injury.
- Each school meets or exceeds the requirements of the Alberta Occupational Health & Safety Legislation by providing trained first aiders and complete first aid kits.
- While each school takes all necessary precaution, there are times when situations occur that emergencies occur
- The school will make every effort to contact parents/ guardians in emergent circumstances, however, if the parents/guardians are not available, the school requires emergency contacts other than the parents/ guardians.
- Identifying existing medical conditions supports the health, safety and well-being of the student.

**12****FIELD TRIP WITHIN WALKING DISTANCE OF SCHOOL (FORM 6-03C) (see Instructions, section 11)**

- Throughout the school term students may participate in field trips within walking distance of their school. This consent allows your child to participate in such activities.
- Field trips which require transportation by school bus or volunteer vehicles require separate consent forms. These forms will be provided by the school as the need arises.

**IMPORTANT:** This information is collected under the Authority of the Freedom of Information and Protection of Privacy Act Section 33(c). This information will be used to identify practices or conditions which may affect the safety and care of individuals. For further information, you may call the Principal or the FOIP Coordinator at 780.674.8500.

**Technology Acceptable Use Agreement for K-12 Students**

1. I will follow the rules when using technology.
2. I will be polite and use appropriate language on the computers.
3. I will keep my password secret and secure.
4. I will not copy anyone's work.
5. I will take care of the computer equipment.

I understand that if I break the rules, I will not be allowed to use technology resources (computers, iPads, software, etc.).

User Name: (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

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

As the parent or legal guardian of the student signing above, I have read and discussed this Technology Acceptable Use Agreement with my child, and grant permission for my child to use the Division's technology and the Internet. I understand:

- that the school's computing resources are designed for educational purposes.
- that the use of filters and supervision while students are using the Internet does not guarantee that students will not access inappropriate materials. Students must report inappropriate access of material in school to a teacher or responsible staff person.
- that it is impossible for the school to restrict access to all controversial matters.
- that I will not hold the school or Division staff responsible for materials acquired on the Internet.
- that violations of these rules may result in disciplinary action of my child, including
  - a suspension or expulsion from school,
  - the loss of my child's privileges to use the school's or Division's information technology resources.
- that violations may also result in referral to police or legal action, if the matter is suspected to be criminal in nature.

I hereby give permission to issue an account for my child.

Parent or Legal Guardian's Name: \_\_\_\_\_  
(please print)

Parent Signature: \_\_\_\_\_

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

For access to the procedure:

- a. [AP 80-05 Technology Acceptable Use](#)
- b. Contact the school administration

## Collection of Personal Information Notice

The [FOIP Act](#) (Freedom of Information and Protection of Privacy) sets controls and standards on how public bodies, such as school boards, collect, use and disclose personal information that is in their custody or under their control.

The FOIP Act requires that school boards collect personal information directly from individuals the information is about, that these individuals be provided with the legal authority for the collection, be explained the purpose of the collection and how the information will be used, and be provided a contact person should they have any questions relating to this activity.

The information collected on this form as part of the school registration process is personal information as referred to in the FOIP Act. This personal information is collected pursuant to the provisions of the School Act and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(c) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

Once the information is collected and compiled, Pembina Hills Regional Division No. 7 believes the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Here are examples of activities where the information may be used:

- the taking of individual, class, team or club photos for school purposes.
- the use of student information, including photos, for the issuance of bus transportation passes and for other identification purposes.
- the use of students' names in honour rolls, work ethic (listings), graduation ceremonies, scholarship or other awards within the school or school division.
- the use of students' 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 a student's behalf.
- the use of students' names, related contact information and telephone numbers for absenteeism verification.
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not interviewed or identified by name or face. Where individual students are identified or interviewed and the material will be used outside the school, your consent is required. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school.
- the taking of photos/videos of classroom or other school activities by the school board where the material will be used within the school. Where individual students are identified or interviewed and the material will be used outside the school, your consent is required.
- the use of students' names on artwork or other creative work or material of students displayed at school or school board locations or at a school board sponsored display in the community, provided Form 3-48 is properly completed. [Note that this relates to the Copyright Act (Canada), not the FOIP Act]

**If you have any questions or concerns regarding the collection and the intended purposes, please contact your school principal or the FOIP Coordinator at 780-674-8500.**

Please complete the **Student Information – General Consent Form** on Page 2. >>>









Informed consent / permission:  
Field trips within walking distance  
F 6-03

School: \_\_\_\_\_ School year: \_\_\_\_\_

**A. Mode of Transportation:** Walking or Running

**B. Description of Activities:** Low-risk educational activities within walking distance of the school grounds, such as nature walks, cross-country running, Terry Fox run, etc.

**C. Elements of Risk:** These activities involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in these activities: cuts, scrapes, bruises, fatigue, etc.

The risk of sustaining these types of injuries result from the nature of the activity and can occur without fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in these activities, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in these activities. If you choose to participate, you must understand that you bear the responsibility for any injury that may occur.

Pembina Hills Public Schools does provide student accident insurance on behalf of the students participating in these activities. The student accident insurance policy is purchased through Industrial-Alliance Pacific (Box 5900, Vancouver, BC V6B 5H6) and policy details are available at the school, division office and by calling Industrial-Alliance Pacific at 1-800-556-7411.

**D. Acknowledgement:** We have read the above. We understand that by participating in the activities described above, we are assuming the risks associated with doing so.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Grade 4-12 students)*

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. Permission:** I give \_\_\_\_\_ permission to participate in the activities described above during the \_\_\_\_\_ school year.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_