

Office Use Only Alberta Education ID: _____	First Day of School: _____
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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.

School: _____
 Grade: _____
Date of Registration: _____
 Program: _____

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 in this section for *preferred name*.

Student Information	Student's Legal Last Name _____	Date of Birth _____						
	Student's Legal First Name _____	Gender M F X						
	Student's Legal Middle Name _____	(select one)						
	Preferred Last Name _____							
	Preferred First Name _____							
	Student's Residence _____	City _____						
	Province _____	Postal Code <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table>						
Student Mailing Address _____ <small>(if different)</small> <small>(mail-outs will be sent to this address)</small>								
Primary Phone _____	Student Cell _____							

History	Has the student ever registered at Sturgeon Public Schools before?	
	No Name of previous School _____	City _____
	Province _____	Country _____
	Yes Name of Sturgeon Public School _____	

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

In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), The 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 that is necessary to provide educational programming and ensure a safe and secure school environment for students.

OFFICE USE ONLY - Vital Statistics Document Verification	
Legal Name Verified	Document _____
Citizenship Verified	Document _____
Date of Birth Verified	Document _____

Citizenship	AB ED Code – check one
	1 Canadian Citizen
	2 Permanent Resident
	5 Temporary Resident (e.g., student with 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 Stepchild of a Canadian or Temporary Foreign Worker	

ESL	ESL Students can be Canadian-born or Foreign-born. What is the student’s birth country? _____
	Student’s first language learned (specify) _____
	Student’s primary home language (specify) _____

Francophone Education	Section 23 Francophone Education Eligibility Declaration: Pursuant to the <i>Education Act</i> and Section 23 of the <i>Canadian Charter of Rights and Freedoms</i> : Citizens of Canada
	<ul style="list-style-type: none"> • 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 Francophone (French First Language) program offered by a Francophone Regional authority.
	A. According to the criteria above as set out in the <i>Canadian Charter of Rights and Freedoms</i> are you eligible to have your child receive a Francophone (French First Language) education?
	Yes No Do not know
	B. If yes, do you wish to exercise your right to have your child receive a Francophone (French First Language) education?
Yes No	

Transportation	If Student requires transportation, there are 2 steps to be completed:
	Step 1: Does the student require transportation: Yes No
	If yes, please complete step 2 below:
	Step 2: if you responded yes to the above question you MUST , sign up by visiting the Sturgeon Public School Website https://www.sturgeon.ab.ca/transportation/registration and select “Register a New Rider”. **IMPORTANT student will not be signed up for busing if you do not complete step 2 above.

Parent / Legal 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 1, Division 5, and under Part 5 of the *Child, Youth and Family Enhancement Act* or Section 23 of the *Family Law Act*.

When selecting mother, father, parent, or legal guardian, you may be asked to provide legal documents to verify this relationship.

Parent/Legal Guardian	Relationship to Student (select one)	Mother	Father	Legal Guardian
	Resides with Student (select one)	Yes	No	
	Last Name _____	First Name _____		
	Address _____ <small>(if different from Student's)</small>			
	City _____	Postal Code _____		
	Province _____			
	Primary Phone _____	Secondary Phone _____		
Email _____				

Parent/Legal Guardian	Relationship to Student (select one)	Mother	Father	Legal Guardian
	Resides with Student (select one)	Yes	No	
	Last Name _____	First Name _____		
	Address _____ <small>(if different from Student's)</small>			
	City _____	Postal Code _____		
	Province _____			
	Primary Phone _____	Secondary Phone _____		
Email _____				

Other Relevant Adult (optional)	Relationship to Student (select one)	Step-Parent	Legal Guardian	Other
	Resides with Student (select one)	Yes	No	
	Last Name _____	First Name _____		
	Address _____ <small>(if different from Student's)</small>			
	City _____	Postal Code _____		
	Province _____			
	Primary Phone _____	Secondary Phone _____		
Email _____				

Other Relevant Adult (optional)	Relationship to Student (select one)	Step-Parent	Legal Guardian	Other
	Resides with Student (select one)	Yes	No	
	Last Name _____	First Name _____		
	Address _____ <small>(if different from Student's)</small>			
	City _____	Postal Code _____		
	Province _____			
	Primary Phone _____	Secondary Phone _____		
Email _____				

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:

Emergency Contact	Make sure Emergency Contacts are advised that their names have been used for this purpose.		
	Any additional contact information can be attached to the form.		
	Name _____	Relationship to Student _____	
	Daytime/Work Phone _____	Cell Number _____	
	Name _____	Relationship to Student _____	
	Daytime/Work Phone _____	Cell Number _____	

Medical Details	Does this student have any medical concerns or special needs of which the school should be aware?
	Yes _____ No _____
	If yes, please explain: _____
	Alberta Health Care Number _____
	Parents are not required to provide this, however, Alberta Health Care numbers may be requested for activities or field trips.

Family Details	Does this student have any family circumstances of which the school should be aware?
	Yes _____ No _____
	If yes, please explain: _____

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 - If yes, the school will collect the supporting legal documentation which will be retained as part of the student record.
	No - If no, the information collected on this registration form and documents collected under the <i>Student Record Regulation</i> may be disclosed as permitted under the regulation.

Aboriginal Self-Identification	<p>If you wish to declare that the student is Aboriginal, please select one:</p> <p style="text-align: center;"> <input type="checkbox"/> First Nation (status) <input type="checkbox"/> First Nation (non-status) <input type="checkbox"/> Métis <input type="checkbox"/> Inuit </p> <p>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.</p> <p>If you have questions regarding the collection of student information by the school board, please contact The Sturgeon Public School Division Superintendent at 780-939-4341.</p>
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Non-Resident	<p>Please check if you are a non-resident Resident Board: _____</p> <ol style="list-style-type: none"> 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.
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Special Needs	<p>Has your child received specialized services or programming? Yes No</p> <p>Type of Program: _____</p>
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Consent	<p>I hereby affirm that I have read this Registration Form and its 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 <i>Parent/Legal Guardian</i> 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 the school should the above information change.</p> <p>The entry of my name replaces a handwritten signature on paper and is legally binding.</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> <p style="display: flex; justify-content: space-between;"> Signature of Parent/Legal Guardian/Independent Student Date </p>
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Consent to post or publish student information

Sturgeon Public Schools is requesting your permission to use the student’s personal information (images, grade, 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 the student’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
- Yearbook, 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 the student’s information being used for these purposes. **If no form is returned, it indicates that consent was NOT given.**

Yes, I consent to the student’s information being used for the above stated purposes.

PARENT/GUARDIAN SIGNATURE/INDEPENDENT STUDENT

DATE

To help ensure that you know and understand how the student’s information may be used, the school administration and/or the student’s teacher will continue to communicate with you and provide you with additional information on events and projects that the student may be participating in.

Consent is voluntary and you may withdraw your consent and request that personal information regarding the student 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: <https://www.sturgeon.ab.ca/register/privacy-information>

This form asks if the student 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/independent student 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/independent student 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. **Consent can be revoked by contacting the Principal at anytime.**



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.

I am the parent/legal guardian of the student named above or independent student. 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/INDEPENDENT STUDENT

DATE

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.

- 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
- 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.

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 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
- 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?

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

Off Site Activities Annual Consent Form Yearly Walking/Low Risk Activities

I/We understand that Sturgeon Public Schools, (the “Division”), arranges for students/children in the Division to participate in walking, low risk off site activities which, in the opinion of the Division have definite educational, athletic or cultural value.

I/We understand that any medical information requested would be collected for the purpose of student safety during off site activities.

I/We, being the custodial parent(s) or guardian(s) of, independent student, _____ (the “student”) consent to the student participating in any such off site activities arranged by the Division and authorize the participation by the student. It is understood that my/our consent and authorization are subject to the following conditions:

1. The Division will be responsible for any injuries and damages suffered by the student while participating in any such off site activities that arises **as a result of the negligence of the Division.**
2. The Division, through the relevant school, will advise me/us in writing of the following particulars of any off site activities two weeks, if possible, and at least three school days, at minimum, prior to the intended date of the activity:
 - a. destination;
 - b. arranged supervision;
 - c. date(s) and time(s);
 - d. walking route
 - e. associated risks that should be highlighted regarding the field trip;
 - f. costs, if any; and
 - g. a telephone number through which additional information on the field trip may be obtained.
3. I/We have the right to advise the Division, through the relevant school, in writing, at least two school days before the commencement of any particular off site activity, that I/we do not consent to the student participating in the off site activity, in which event my/our consent and authorization will be considered as withdrawn for the particular off site activity and the student shall not be allowed to participate in such off site activity.
4. This consent, authorization and waiver shall be in effect for the 2023-2024 school year only.

DATED at _____, Alberta this _____ day of _____, _____

Signature of Custodial Parent/Guardian/Independent Student

Print Name

Student Medical Information: _____