

Please read this information before completing the registration form

Do not use this form if your child is a current Division student. Use SchoolZone to make your selection, or contact your school for more information.

Before a school can register a student, the parent/legal guardian or the student (if they are living independently) must:

- ✓ provide documents **verifying the student's name, age, home address and citizenship status** (contact the school if you're unable to provide these documents)
- ✓ complete and sign the form

If you're having trouble completing this form, contact your school for help.
Remember, a student can only register at one school.

How personal information is collected and used

The personal information collected in this form is part of the Division registration process and is collected, used and disclosed in accordance with the *Education Act* and Section 4(c) of the *Protection of Privacy Act* (POPA). This information is protected under Section 10 of POPA and used and shared as permitted by Sections 12 and 13. 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 support processes to provide 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 or the Access and Privacy Office at 780-429-8350 or accessandprivacy@epsb.ca.

For more information, visit epsb.ca/media/epsb/schools/registerforschool/EPsB_CollectionUseOfPersonalInfo.pdf.

OFFICE USE ONLY

EPS #	<input type="text"/>	ASN #	<input type="text"/>	Program	<input type="text"/>
School	<input type="text"/>	Grade	<input type="text"/>	Room	<input type="text"/>
First Day of School		Month	Day	Year	

PREFERRED SCHOOL AND PROGRAM

School	Grade	Program requested (e.g. Regular, French Immersion) <i>See programs at epsb.ca/programs.</i>	School year
Do you have a child currently attending this school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Kindergarten preference requested <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> No preference	

STUDENT INFORMATION

The student's legal first and last names are names on their birth certificate or adoption papers.
If the student uses a first or last name different from their legal name, there is space to include their preferred name.

Student's legal last name

Student's legal first name

Student's legal middle name(s)

Student's preferred first name (if different than above)

Student's date of birth

Month

Day

Year

Student's preferred last name (if different than above)

Gender

☐

M

☐

F

☐

X

Student's home address

Address

City

Province

Postal code

Student's mailing address (if different than student's home address – mail from the school will be sent to this address)

Address

City

Province

Postal code

Phone (10 digits)

Mobile number

☐

Yes

☐

No

Student's cell phone – optional (10 digits)

SCHOOL HISTORY – Has the student ever registered at Edmonton Public Schools?

☐

Yes

Name of Division school: _____

Edmonton Public Schools ID number (if applicable): _____

☐

No

Name of school: _____

City: _____

Province/Country: _____

STUDENT CITIZENSHIP STATUS – Citizenship documents determine whether a student is eligible to attend school in Alberta.

What is the student's citizenship or immigrant status?

Student's status (choose one)	Student documents required	Parent documents required in some cases <i>If the student's documents do not verify the student's citizenship status</i>
<input type="checkbox"/> Canadian citizen	Provide one of the following student documents: <ul style="list-style-type: none"> • Canadian birth certificate • Canadian certificate of live birth • Canadian citizenship card or certificate • Canadian passport • Canadian treaty card • Canadian Certificate of Indian Status 	No parent documents required.
<input type="checkbox"/> Canadian permanent resident	Provide one of the following student documents: <ul style="list-style-type: none"> • Canadian permanent resident card • Canadian Confirmation of Permanent Residence document 	Parent documents required. See page 5.
<input type="checkbox"/> International student	Provide both of the following student documents: <ul style="list-style-type: none"> • Canadian study permit <i>Expiry date: _____</i> • Letter of acceptance from Edmonton Public Schools International Programs 	No parent documents required.
<input type="checkbox"/> Child of a Canadian citizen	Provide one of the following student documents: <ul style="list-style-type: none"> • Foreign birth certificate • Foreign passport 	Parent documents required. See page 5.
<input type="checkbox"/> Child of an individual admitted to Canada as a permanent or temporary resident	Provide one of the following student documents: <ul style="list-style-type: none"> • Foreign birth certificate • Foreign passport • Refugee Protection Claimant Document <i>Expiry date: _____</i> • Notice of Decision from Refugee Protection Division 	Parent documents required. See page 5.
<input type="checkbox"/> Step-child of a Canadian citizen or permanent resident	Provide one of the following student documents: <ul style="list-style-type: none"> • Foreign birth certificate • Foreign passport 	Step-parent documents required. See page 5.
<input type="checkbox"/> Step-child of a temporary foreign worker	Provide: <ul style="list-style-type: none"> • Canadian study permit <i>Expiry date: _____</i> 	Step-parent documents required. See page 5.

STUDENT INFORMATION (continued)

LANGUAGE – This information helps with program placement and communicating with the student in an emergency.

Is English the student's first language? ☐ **Yes** ☐ **No** What language is mainly spoken at home? _____

FRANCOPHONE RIGHTS

The *Education Act* and Section 23 of the *Canadian Charter of Rights and Freedoms* give children of Canadian citizens the right to receive school instruction in French. This applies if:

- the parent/legal guardian is a resident of Alberta, **and**
- French is the first language learned by at least one parent/legal guardian, **and**
- French is still understood by one or more parents/legal guardians, **or**
- one or more of the parents, or one or more of their children have received or are currently receiving instruction in a French first-language program or school in Canada (not a French immersion program)

Is the student eligible for a francophone education under these requirements?

☐ **No** – Edmonton Public Schools will not disclose your response to the local Francophone education Board. ☐ **Yes** – Edmonton Public Schools will release demographic information about the student and parent to the local Francophone education board upon written request. This is required under the *Student Record Regulation*.

DISCLOSURE RESTRICTIONS

A parent/guardian may have their right to access information about the student restricted by a legal process. Is there a legal document that restricts access to information about the student?

☐ **No** – The information collected on this form and documents collected under the *Student Record Regulation* and may be shared as permitted by law. ☐ **Yes** – The school will collect and keep the legal document(s) on the student's record.

PARENT / LEGAL GUARDIAN INFORMATION

It is important to fill in the sections below for all parents/guardians, whether they are living together or not. A guardian is defined in Section 20 of the *Family Law Act*. An appointed guardian is defined under Part 1, Division 5 of the *Child, Youth and Family Enhancement Act* or Section 23 of the *Family Law Act*.

***IMPORTANT:** According to the *Education Act*, a student is a resident of Edmonton Public Schools if at least one parent/guardian lives in Edmonton and is not Roman Catholic.

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** ☐ **parent** ☐ **legal guardian**

Parent's last name

Parent's first name

Mr., Mrs., Ms., Mx., Dr., etc.

Parent's home address (if different than student's)

Does the student live with this individual? ☐ **Yes** ☐ **No**

Address

City

Province

Postal code

Parent's main phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Parent's other phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Parent's email

Religious declaration (select one) *See note above

☐ **Not Roman Catholic** ☐ **Roman Catholic**

PARENT / LEGAL GUARDIAN Relationship to student (select one): ☐ **mother** ☐ **father** ☐ **parent** ☐ **legal guardian**

Parent's last name

Parent's first name

Mr., Mrs., Ms., Mx., Dr., etc.

Parent's home address (if different than student's)

Does the student live with this individual? ☐ **Yes** ☐ **No**

Address

City

Province

Postal code

Parent's main phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Parent's other phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Parent's email

Religious declaration (select one) *See note above

☐ **Not Roman Catholic** ☐ **Roman Catholic**

PARENT / LEGAL GUARDIAN INFORMATION (continued)**OTHER RELEVANT ADULT** (if applicable) Relationship to student (select one): ☐ **step-parent** ☐ **legal guardian** ☐ **other** _____

Last name

First name

Mr., Mrs., Ms., Mx., Dr., etc.

Address (if different than student's)

Does the student live with this individual? ☐ **Yes** ☐ **No**

Address

City

Province

Postal code

Main phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Other phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Email

OTHER RELEVANT ADULT (if applicable) Relationship to student (select one): ☐ **step-parent** ☐ **legal guardian** ☐ **other** _____

Last name

First name

Mr., Mrs., Ms., Mx., Dr., etc.

Address (if different than student's)

Does the student live with this individual? ☐ **Yes** ☐ **No**

Address

City

Province

Postal code

Main phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Other phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

Email

FAMILY CIRCUMSTANCES

Are there any family circumstances the school should know about?

EMERGENCY / MEDICAL INFORMATIONAn emergency contact is someone who is **not the student's parent/guardian**. If the student's parents/guardians are unavailable, the school may call an emergency contact.

#1 Emergency contact (last name, first name)

#1 Emergency contact's main phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

#1 Emergency contact's other phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

#2 Emergency contact (last name, first name)

#2 Emergency contact's main phone (10 digits)

Mobile number ☐ **Yes** ☐ **No**

#2 Emergency contact's other phone (10 digits)

Mobile number ☐ **Yes** ☐ **No****MEDICAL INFORMATION**

Does the student have any health conditions the school should know about?

☐ **Yes** ☐ **No**

Does the student have any life-threatening allergies?

☐ **Yes** ☐ **No**

Please describe the condition or allergy:

ADDITIONAL ENROLMENT INFORMATION

PARENT/GUARDIAN CITIZENSHIP DOCUMENTS

If the student's status is one of the following, please provide documents confirming the parent's citizenship.

Student's status (choose one)	Parent documents required
<input type="checkbox"/> Canadian permanent resident	Provide one of the following parent documents: <ul style="list-style-type: none"> • Canadian Permanent Resident card • Canadian Confirmation of Permanent Residence document <i>Expiry date:</i> _____
<input type="checkbox"/> A child of a Canadian citizen OR a child of an individual admitted to Canada as a permanent or temporary resident	Provide one of the following parent documents: <ul style="list-style-type: none"> • Canadian birth certificate • Canadian certificate of live birth • Canadian citizenship card or certificate • Canadian passport • Canadian treaty card • Canadian Certificate of Indian Status • Canadian Permanent Resident card • Canadian Confirmation of Permanent Residence document <i>Expiry date:</i> _____ • Canadian work permit <i>Expiry date:</i> _____ • Canadian study permit (with supporting enrolment documents) <i>Expiry date:</i> _____ • Refugee Protection Claimant Document <i>Expiry date:</i> _____ • Notice of Decision from Refugee Protection Division
<input type="checkbox"/> A step-child of a Canadian citizen or permanent resident	Provide one of the following step-parent documents: <ul style="list-style-type: none"> • Canadian birth certificate • Canadian certificate of live birth • Canadian citizenship card or certificate • Canadian passport • Canadian treaty card • Canadian Certificate of Indian Status • Canadian Permanent Resident card • Canadian Confirmation of Permanent Residence document <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Copy of application for permanent residency for the student and student's biological parents, and the official receipt • Copy of parent/guardian marriage certificate or copy of IMM5409 (Statutory of Common Law form)
<input type="checkbox"/> A step-child of temporary foreign worker	Provide both of the following step-parent documents: <ul style="list-style-type: none"> • Canadian work permit <i>Expiry date:</i> _____ • Foreign passport

STUDENT'S PLACE OF BIRTH

What is the student's birth country: _____

STUDENT PROTECTION

An individual may be subject to contact restrictions with a student through a legal process.

Is there a legal document that forbids an individual from having contact with this student?

☐ No ☐ Yes – The school will collect and keep the legal document(s) on the student's record.

ABORIGINAL SELF-IDENTIFICATION

If you wish to declare the student is Aboriginal, please select one: ☐ First Nations (status) ☐ First Nations (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 Edmonton Public School's First Nations, Métis, and Inuit Education department at 780-429-8304.

INDEPENDENT STUDENT STATUS

The *Education Act* defines an independent student as someone who is 18 years or older or 16 years or older and either living independently or party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*.

Are you claiming status as an **Independent Student** as defined by the *Education Act*? ☐ No ☐ Yes

Religious declaration *See note on page 3 ☐ Not Roman Catholic ☐ Roman Catholic

DECLARATION BY PARENT, LEGAL GUARDIAN OR INDEPENDENT STUDENT

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/guardian" section have the right to view student information and make educational decisions for this child, unless otherwise indicated on this registration form and supported with legal documentation. Additionally, I confirm that I am currently residing in Alberta.

Further, I recognize that it is my responsibility to notify my child's school should the above information change.

Date

Signature

CONSENT TO POST OR PUBLISH STUDENT INFORMATION

Edmonton Public Schools is requesting permission to use your child's personal information (image, grade and/or name, etc.) outside of the school community.

MAKE A SELECTION

YES, I consent to my child's personal information, which may include photos or videos of my child, being shared in the following ways (select all that apply):

- ☐ Posting photos or videos to social media platforms such as Facebook, Instagram, YouTube or X for promoting the school and school programs, such as concerts, plays, sports, podcasts, and school or Division public events.
- ☐ Using photos, videos, student work or presentations on the school or Division websites, other educational websites or in external educational presentations (e.g., Teachers' Convention).
- ☐ Sharing photos or videos with parents, guardians and students in the school community for the purpose of sharing school-wide events (school concerts, track meets, assemblies, etc.), classroom activities and field trips. The photos or videos may also be used in creating in memory books and slideshows.

OR

- ☐ **NO**, I do not consent to my child's personal information being used or disclosed for any of the stated purposes.

Student's name

OFFICE USE ONLY

EPS #

Name of person making selection (*please print*)

Name of person making selection (*please sign*)

Date

School projects, educational platforms and events

Your child's teacher will let you know about school events or projects and educational platforms your child may be participating in. You'll receive details in advance about how your child's information may be used. If you have questions or concerns, please contact your child's teacher.

Changing your consent

Consent is voluntary. You can withdraw or change your consent by signing in to SchoolZone to update the *Consent for Disclosure and Use Form*, or by contacting your school office.

It may take a few days for the changes to take effect in SchoolZone.

When information is made public

Once a student's image, name and other identifying information is released publicly, Edmonton Public Schools cannot control or prevent the further distribution or use of the material by those who access the information.

More information

If you have questions:

- read about how [personal information is collected and used](#) by Edmonton Public Schools
- talk to your school principal
- contact the Access and Privacy Office at 780-429-8350 or accessandprivacy@epsb.ca

Protection of Privacy – Edmonton Public Schools collects, uses and discloses personal information of students and parents in accordance with the *Education Act* and Section 4(c) of the *Protection of Privacy Act* (POPA). This information is protected under Section 10 of POPA and used and shared as permitted by Sections 12 and 13. This consent will be used to promote the school community and the Division. Information collected may be transmitted to and stored on servers outside of Edmonton Public Schools, Alberta and Canada, and Edmonton Public Schools cannot guarantee protection against disclosures as a consequence of foreign laws. Edmonton Public Schools may use automated systems in processing this collection of personal information. Should you require further information about the collection, use and disclosure of this collection of personal information, contact the school principal.

For questions relating to Section 4(c), Section 12 or Section 13 of the POPA, contact the Access and Privacy Office at 780-429-8350 or accessandprivacy@epsb.ca.