



Chinook Learning Services Off-campus Student Registration Form

Off-campus Program _____ Completed HCS3000 Yes No In Progress

Student Information

Birth Date (MM/DD/YYYY) _____ Gender Female Male Other/Not Disclosed

Legal Last Name _____ AKA Last Name _____

Legal First Name _____ AKA First Name _____

Legal Middle Name _____ Maiden Name (if applicable) _____

Student's AKA Name is a name by which the student is commonly known in the family and community.

Address _____ City _____

Province _____ Postal Code _____ E-mail _____

Cell / Work Phone _____ Home Phone _____

Emergency Contacts (at least one parent/guardian or close relation is best)

1) Name _____ Relationship _____ Best Contact Phone _____

2) Name _____ Relationship _____ Best Contact Phone _____

Custody or Guardianship Information (if not independent)

Student lives PRIMARILY with:

Mother Father Both Parents Legal Guardian Other _____

Ms. Mr. Miss Mrs. Last Name _____ First Name _____

Note: If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy of the most recent custody document must be placed in the student record.

Legal Document Name _____ Legal Document Number _____

Citizenship

Canadian Canadian Aboriginal Permanent Resident / Landed Immigrant

Child of a Canadian Citizen Refugee

Child of an Individual Under Work Permit Work Permit / Temporary Resident

International Student Birth Country _____ Home Language _____

School Status

Current or most recent high school attended _____ Grade _____

Calgary Board of Education Calgary Catholic Calgary Private Calgary Charter

Outside Calgary Outside Alberta Outside Canada



Aboriginal Self-Identification

If the student wishes to declare that they are Aboriginal, please select one:

- Radio buttons for First Nation (status), First Nation (non-status), Métis, Inuit

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780-427-8501. If you have questions regarding the collection of student information by the Calgary Board of Education, please contact the Superintendent of Learning at: learning@cbe.ab.ca

Independent Student Status (ONLY if under 18)

Students under 18 years of age may be designated as Independent by the Principal if they meet certain criteria.

As a student, are you under 18 and wishing to declare Independent Status? Yes No

If Yes, Chinook Learning Services Principal's signature is required for proof of Independent Status.

Principal's Signature

Declaration of Residency

A student is considered to be a resident of the Calgary Board of Education if the student is an independent student (or over 18 years of age) residing in the City of Calgary and not of the Roman Catholic faith, OR the parent(s)/guardian(s) with day-to-day care of the student reside in the City of Calgary and at least one of them is not of the Roman Catholic faith.

Is the student a resident of the Calgary Board of Education (School District #19)? Yes No

Francophone Eligibility

A student has Francophone Eligibility if - 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. Does the student have Francophone eligibility?

- Radio buttons for Yes, No. Text: If yes, and you wish to exercise your right, please contact the Conseil Scolaire Du Sud de l'Alberta at 403-686-6998. The Alberta Student Records Regulations require that, if requested, the CBE will provide name, address, birth date and parent's name of eligible students to the Francophone School District.

Additional Forms Required

- Checkboxes for Off-campus or On-campus Education Agreement, Off-campus Education Acknowledgement of Risk (includes Medical Information)

For students not currently attending a Calgary Board of Education School, Legal Documentation is also required.

- Checkbox for Legal Documentation - showing current citizenship (please provide a copy of one of the following): Adoption Certificate, Canadian Birth Certificate, Canadian Citizenship Card, Canadian Passport, Certificate of Indian Status, Permanent Resident / Landed Immigrant Card, Refugee Papers, Study Permit (5-416), Work Permit / Temporary Resident Permit

Declaration

I, the undersigned, hereby represent that I have the legal authority to register the student. 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. I have also read and understand the "School District Use of Personal Information" section attached to this registration form. A copy of "Important Information for Parents" may be obtained from the school for future reference.

Signature of Custodial Parent / Legal Guardian / Independent Student

Registration Date (MM/DD/YYYY)



Important Information for Students and Parents

The personal information requested on this form as part of the school registration process is collected under the authority of *Alberta's Freedom of Information and Protection of Privacy Act (FOIP)*, the *School Act* and its regulations, and the *Canadian Charter of Rights and Freedoms*, Section 23. This information will be used for the establishment of a student record, determination of residency, for a school board's obligation to provide students with an education program that meets their needs, to provide a safe and secure school environment and other purposes that relate directly to and are necessary for an operating program or activity, including 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 Learning for the purpose of carrying out programs, activities, or policies under his/her administration (e.g., research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of the *FOIP Act*. If you have any questions about the collection and/or the intended purposes of your personal information, please contact the school principal or the CBE FOIP Office at foip@cbe.ab.ca, or by mail to The Calgary Board of Education, 1221 - 8 Street S.W., Calgary AB T2R 0L4.

Students age 18 and older and their parents should refer to: tinyurl.com/Release-Info-Students-Parents

School District Use of Personal Information

The Calgary Board of Education (CBE) is authorized and required under the provisions of the *School Act* and its regulations, in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, to collect, use and disclose the personal information necessary to provide an educational program and ensure a safe and secure school environment for students. **Consent is not required for these purposes.** Personal information means recorded information about an identifiable individual that may include but is not limited to: student name, age, grade, address, phone number, etc. As part of the school's digital citizenship plan, students will be taught to limit, and consider the privacy implications, of sharing their personal information online. The following are some *examples* of how personal information may be used by the CBE. This list is not intended to be all-inclusive.

- Student records, report cards, attendance
- Photographs or videos (e.g. individual, class, team, club) that feature students and are used within the school
- School newsletters, school websites
- Yearbooks, identification cards, library cards
- Classroom or program assignments and activities
- Assignment of a CBE Gmail account and the use of educational tools such as Google Apps* for Education, which may require student information to log-in
- Parent/guardian contact information for absenteeism, emergencies, etc.
- Transportation services
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Law enforcement and or matters relating to safety and security

* Google Apps for Education (GAPE) are used to communicate and collaborate electronically. GAPE includes Google Drive, Sites, Groups, Gmail and Calendar. All other public and third party apps are not available through GAPE.

Parent/guardian consent is required for student information to be used for purposes beyond educational programming and student safety. See the following forms on the CBE website (www.cbe.ab.ca) for more information:

- Consent for CBE Use of Student Information
- Consent for Use of Student Information by News Media and Outside Groups

Parents and independent students are under no obligation to provide consent by signing these forms. Consent may be withdrawn at any time by notifying the school principal in writing. If you have any questions about the collection or the intended uses of this information, please contact the school principal.

Please note: Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), which are open to the public, may be taken by anyone in attendance without prior consent. The CBE cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information. Information posted online may be transmitted to and stored on servers outside the CBE, including locations outside of Alberta and Canada. The CBE cannot guarantee protection of information against possible disclosure resulting from illegal activity or under foreign access laws.