



# Chinook Learning Services Student Registration Form

## Instructions

This form **must** be completed by all students who are **not currently attending** a Calgary Board of Education school and are registering in Chinook Learning Services High School Upgrading or Grades 10-12 Summer School programs. Fields in this PDF form can be input using your computer's keyboard and mouse. Print prior to signing and dating the document (File menu --> Print). Course fees, if applicable, are due at time of registration. Waivers are not applicable.

Program Registering For:  High School Upgrading  Grades 10-12 Summer School

## 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) \_\_\_\_\_

Note: Legal name must match the name on your legal document. 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 \_\_\_\_\_

## 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 \_\_\_\_\_

## Legal Documentation

One of the following legal documents **must be presented at time of registration**, and a copy will be placed in the Student File.

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 (7)

Document Number \_\_\_\_\_ Expiry Date (MM-DD-YYYY) \_\_\_\_\_



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, and 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? Radio buttons for Yes and 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)? Radio buttons for Yes and No.

School Status

Current or most recent high school attended \_\_\_\_\_ Grade \_\_\_\_\_

- Radio buttons for school types: Calgary Board of Education, Calgary Catholic, Calgary Private, Calgary Charter, Outside Calgary, Outside Alberta, Outside Canada.

Was the student suspended or expelled from the last school? Radio buttons for Yes and No.

If yes, was the suspension resolved? Radio buttons for Yes and No.

(If the suspension has not been resolved, please see Chinook Administration.)

If the suspension has been resolved, please provide further information.



Parent / Guardian Information (if not independent)

Radio buttons for Mother, Father, Legal Guardian, Other

Radio buttons for Ms., Mr., Miss, Mrs. Last Name, First Name

Address, City

Province, Postal Code, Country

Home Phone, Business Phone, Cell Phone

Fax #, E-mail

Custody or Guardianship Information (if not independent)

Student lives PRIMARILY with:

Radio buttons for Mother, Father, Both Parents, Legal Guardian, Other

Radio buttons for 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

Medical Information

Does the student have any medical or physical conditions that may affect his/her attendance at school?

Radio buttons for Yes, No. If Yes, please complete the Student Medical or Physical Condition Form (pdf).

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. 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.

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](mailto: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](http://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](http://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.