



Calgary Board of Education

# STUDENT REGISTRATION FORM

## Student Information Records System (SIRS)

This form must be completed for all new students who are registering in a Calgary Board of Education (CBE) school (K-12).

CBE ID # \_\_\_\_\_

Program \_\_\_\_\_

Full Day Kindergarten:  Yes  No

Address Verified  Yes  No

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Revised July 2011

STUDENT INFORMATION	<b>DECLARATION OF RESIDENCY:</b> The student named below is a resident of the Calgary Board of Education as defined by the School Act. <input type="checkbox"/> YES <input type="checkbox"/> NO See Student Residency on Page 4 of this form - Important Information for Parents
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Has student named below <i>ever</i> registered in a Calgary Board of Education (CBE) school? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name the last CBE school attended: _____		
CBE Student ID Number	Alberta Ed ID Number	Last Grade Completed
		School Withdrawal Date
		MM DD YYYY

**NOTE:** *The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document must be given along with this form in order to register. A photocopy will be placed in the Student Record.*

Name of Official Document (specify): \_\_\_\_\_

Student's Legal Name Surname _____ First Name _____ Middle Name _____	Student's AKA Name (A name by which the student is commonly known in the family and community) AKA Surname _____ AKA Given Name _____	Birth Date		
		MM	DD	YYYY

Address		City	Postal Code
Phone Number <input type="checkbox"/> Unlisted ( ) <input type="checkbox"/> Listed	Quadrant of City (please select one) NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE <input type="checkbox"/>	Residential District	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

**MEDICAL INFORMATION** (Note: The CBE is not allowed to collect Alberta Health Care numbers as per the Health Information Act.)

*If the student's attendance at school may be affected by an existing medical or physical condition, it is your responsibility to complete and submit the Student Physical or Medical Condition form that is available from the school.*

Does your child have any medical or physical conditions that may affect his/her attendance at school?  Yes  No

If Yes, please give a Brief Description \_\_\_\_\_

Have you completed the Student Medical or Physical Condition form?  Yes  No

**SCHOOL INFORMATION**

Name of school at which student is registering	Grade Entering	Start Date		
		MM	DD	YYYY
Are you registering in a French Immersion program? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, are you registering for:</i> <input type="checkbox"/> Early Immersion <b>OR</b> <input type="checkbox"/> Late Immersion?				
Name of last school attended	Reason for leaving last school	Grade Completed	School Withdrawal Date	
			MM	DD
Was the student suspended or expelled from the last school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, was the suspension resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No (If the suspension has not been resolved, refer to Student Services - Suspensions)		If the suspension has been resolved, please provide further information.		
Address of last school (if outside CBE)		City	Province	
Postal Code	Country	Phone Number of last school - Fax Number of last school -		
Office Use Only	SIRS _____	Fees _____	Codes _____	Request Records _____

# INDEPENDENT STUDENT STATUS

Students 18 years of age and older, or "independent" under the School Act:

Any student 18 years of age and older *or* 16 years of age and older *and* considered legally "independent" under CBE policy may complete this form and register in the Calgary Board of Education School District without parental consent. **Proof of independent status must be presented.**

Are you declaring independent status?  Yes  No *If Yes, please attach proof of independent status (see Regulation).*

## PARENT/GUARDIAN INFORMATION (PLEASE PRINT)

INFORMATION MUST BE PROVIDED FOR PARENTS. PLEASE PROVIDE A MINIMUM OF TWO EMERGENCY CONTACTS.

1 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Other _____			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number ( )		Business Phone Number ( )	
Cellular Phone Number ( )		Fax Number ( )	
Email:			

2 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Other _____			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number ( )		Business Phone Number ( )	
Cellular Phone Number ( )		Fax Number ( )	
Email:			

3 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Other _____			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number ( )		Business Phone Number ( )	
Cellular Phone Number ( )		Fax Number ( )	
Email:			

4 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Other _____			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number ( )		Business Phone Number ( )	
Cellular Phone Number ( )		Fax Number ( )	
Email:			

## CUSTODY OR GUARDIANSHIP INFORMATION

Student PRIMARILY lives with:  Both parents  Mother  Father  Legal Guardian  Other (*specify*)

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

Name and date of most current Legal Document \_\_\_\_\_ *Attach copy*

### SIBLING INFORMATION (OPTIONAL)

**NOTE:** *The provision of sibling information is optional and is collected for communication purposes.*

Do you have other children attending CBE schools?  No  Yes (*If yes, If yes, please list name(s), school(s) and grade(s)*)

Name:	Grade	Name:	Grade
<i>School Attending:</i>		<i>School Attending:</i>	
Name:	Grade	Name:	Grade
<i>School Attending:</i>		<i>School Attending:</i>	

### CHILD CARE PROVIDER (IF APPLICABLE)

Name: \_\_\_\_\_

Phone Number(s):  Home( )  Business ( )  Cell ( )

Email Address: \_\_\_\_\_

### CITIZENSHIP

Is the named student a Canadian Citizen?  Yes  No Birth Country, *if not* Canada: \_\_\_\_\_

<b>Citizenship, if not Canadian</b> <input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Child of a Canadian Citizen <input type="checkbox"/> Child of a lawfully admitted permanent or temporary resident	<input type="checkbox"/> Student Authorization – Study Permit  Has the CBE Admissions Office Assessment Centre assessed your child? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Study Permit Expiry Date</b>		
		MM	DD	YYYY

### ABORIGINAL ELIGIBILITY

***If you wish to declare that you are an Aboriginal person, please specify:***

Status Indian/First Nations  Non-Status Indian/First Nations  Métis  Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.

*For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton, AB T5J 4L5. (780) 427-8501.*

### ENGLISH AS A SECOND LANGUAGE (ESL) ELIGIBILITY

A student may be eligible for ESL support when the primary language spoken at home is a language other than English. ESL students can be Canadian born or foreign born.

Do you think your child qualifies for ESL?  Yes  No

Do you need assistance with interpretation?  Yes  No

Language mainly spoken at home: \_\_\_\_\_

### FRANCOPHONE ELIGIBILITY

The exercise of Francophone eligibility rights 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 exists:

- 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 your child have Francophone eligibility?  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 requires that, if requested, the CBE will provide name, address, birth date, and parent's name of Section 23 Eligible students to the Francophone School District.

## TRANSPORTATION

The Calgary Board of Education will provide subsidized transportation in accordance with CBE policy for students who attend their attendance area school or directed school and who live within the transportation service area. The transportation service area means the designated zone within an attendance area in which the Calgary Board of Education provides subsidized transportation. Bus contracts can be acquired at any CBE school, or at the Education Centre, 1221 8<sup>th</sup> Street SW, in the Transportation Department.

## DECLARATION

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.** 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

**STUDENT RESIDENCY:** A student is considered to be a resident of the Calgary Board of Education if the custodial parent(s) / legal 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 OR if the student is an independent student residing in the City of Calgary and not of the Roman Catholic faith.

## IMPORTANT INFORMATION FOR 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*.

Revised June 2011

**OFFICE USE ONLY**

<input type="checkbox"/> Non-Resident Student Accepted Until _____								
Student Name			CBE ID #	Alberta Ed ID #	# French Hours	Grade	Home Room	
Date records sent for		Bus Eligibility		Data Entry Completed by:		Date Completed		
MM	DD	YYYY	<input type="checkbox"/> Yes <input type="checkbox"/> No			MM	DD	YYYY
			Bus Number:					
Copies received of:								
<input type="checkbox"/> Birth Certificate		<input type="checkbox"/> Admissions Office Document		<input type="checkbox"/> Medical/Physical Condition Form				
<input type="checkbox"/> Proof of Citizenship		<input type="checkbox"/> Custody or Guardianship		<input type="checkbox"/> Request for Assistance to Administer Medication Form				
<input type="checkbox"/> Proof of Independent Status				<input type="checkbox"/> Severe Allergy Form				

**SIRS STUDENT REGISTRATION CODES**

CODE	DESCRIPTION
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**REGISTRATION ENTRY STATUS CODES (CHECK ONLY ONE BELOW)**

100	Continuous Registration
200	New Registration (ECS) - (01)
310	Transfer In - CBE Jurisdiction
320	Transfer In - Alberta Jurisdiction
320	Transfer In - Calgary Catholic
320	Transfer In - Calgary Charter
320	Transfer In - Calgary Private
320	Transfer In - Virtual School
330	Transfer In - Inside Canada
340	Transfer In - Outside Canada
500	Return to Education
410	Drop-In - CBE Jurisdiction
411	Drop-In - CBE Jurisdiction - Health
412	Drop-In - CBE Jurisdiction - Work
420	Drop-In - Alberta Jurisdiction
421	Drop-In - Alberta Jurisdiction - Health
422	Drop-In - Alberta Jurisdiction - Work
430	Drop-In - Outside Alberta Jurisdiction
431	Drop-In - Outside Alberta - Health
432	Drop-In - Outside Alberta - Work

**EXCEPTIONAL STUDENT CODES**

ONLY WITH GRANTS PROGRAM - SPECIAL EDUCATION (500)

(EXCEPTIONAL STUDENT TYPES 1 & 2 ARE AVAILABLE)

10	ECS Development Immature
30	Communication Delay/Disorder
47	Severe Delay Involving Language
41	Severe Mental Disability
42	Severe Emotional/Behavioural Disability
43	Severe Multiple Disabilities
44	Severe Physical/Medical
45	Deafness
46	Blindness
51	Mild Mental Disability
52	Moderate Mental Disability
53	Mild/Moderate Emotional/Behavioural Disability
54	Mild/Moderate Learning Disability
55	Mild/Moderate Hearing Disability
56	Mild/Moderate Visual Disability
57	Mild/Moderate Communication Disability
58	Mild/Moderate Physical/Medical Disability
59	Mild/Moderate Multiple Disability
70	Disabled Adult
80	Gifted and Talented

**FRANCOPHONE ELIGIBILITY**

(SECTION 23 - CHARTER OF RIGHTS AND FREEDOMS)

A	**Section 23 Information was not collected
B	**Section 23 ineligible (former code was N)
C	**Question was asked but eligibility is not known or not provided
Y	Section 23 Eligible

CODE	DESCRIPTION
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**ENROLMENT TYPE CODES**

(ENROLMENT TYPES 1, 2 AND 3 ARE AVAILABLE)

121	Independent Student
130	Resident Student of Government
330	Aboriginal Students Paid by Government
331	Aboriginal Learner - Status Indian/First Nation
332	Aboriginal Learner - Non-Status Indian/First Nation
333	Aboriginal Learner - Métis
334	Aboriginal Learner - Inuit
402	Resident - Exchange Outside Alberta but Inside Canada
403	Resident - Exchange Outside Canada
412	Exchange Outside Alberta but Inside Canada
413	Exchange Outside Canada
415	Visiting Outside Alberta but Inside Canada - Non-Funded
416	Visiting Outside Canada - Non-Funded

**GRANTS PROGRAM CODES**

(PROGRAM TYPES 1, 2 AND 3 ARE AVAILABLE)

110	Attend - Funding to Other
211	Alternate French Language Program
230	French as a Second Language
301	Foreign-born ESL Funded
302	ESL Non-Funded
303	Canadian-born ESL Funded
401	Arabic Bilingual
403	Cree Bilingual
404	German Bilingual
405	Hebrew/Yiddish Bilingual
406	Ukrainian Bilingual
407	Polish Bilingual
408	Other Bilingual
409	Spanish Bilingual
410	Chinese Bilingual
412	Blackfoot Bilingual
500	Special Education Funding
550	Designated Institutional School
600	Home Education
610	Home Education Blended Program
611	Home Education Portion of a Blended Program
612	In class Portion of a Blended Program
620	Virtual School Program
630	Outreach Program
640	High School Refugee Student
710	Integrated Occupational

**ESL INITIAL EVALUATION INFORMATION**

ACADEMIC CATEGORY	ENGLISH PROFICIENCY LEVEL
> 4 yrs below age/grade level	ESL Literacy
3-4 yrs below age/grade level	Beginner
2-3 yrs below age/grade level	Intermediate 1
1-2 yrs below age/grade level	Intermediate 2
<1 year below grade level	Advanced
At or approaching age/grade level	No ESL Support

Referral Date:	Assessment Date:





Calgary Board of Education

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## School District Use of Personal Information

The Calgary Board of Education collects personal information under Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information is defined in Section 1(n) of the *FOIP Act* and includes an individual's:

- Name, address, telephone number;
- Birthdate, age, gender, race, national or ethnic origin, religious beliefs, family status, marital status, identifying number assigned to individual, health information including information about a mental or physical disability;
- School, program, grade,
- Photos, audio/video recordings
- Educational history
- Anyone else's opinion about the individual
- The individual's personal view or opinions, except if they are about someone else

The Calgary Board of Education collects, uses, and discloses personal information that is necessary for the operation of a school board as allowed under the *FOIP Act*. The following are **examples** of how personal information may be used by the CBE.

- Report cards
- Student records
- Student identification cards
- School library cards
- School yearbooks
- School newsletters
- Field trips
- Parent/guardian contact for absenteeism, emergencies, etc.
- Transportation services
- Classroom or program assignment
- Displays at schools or school district sites
- School sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities
- To determine eligibility or suitability for an honour, award, scholarship, athletic program, etc.
- Law enforcement and or matters relating to safety and security

The school will contact parents/guardians on the occasions when consent is appropriate.

***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), that are open to the general public, may be taken by CBE staff, the public-at-large, including journalists, reporters, videographers and other members of the Media and used for purposes within and outside the school or school district. 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.***

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 St. SW, Calgary AB T2R 0L4.

## Directions for Use of the Student Registration Form

This form is to be completed by Independent Students OR by the Parents or Legal Guardians of students registering at Calgary Board of Education schools.

1. Prior to registering any student, it must be determined if the student is a resident of the Calgary Board of Education as defined under legislation. There is a space at the top of the Student Registration Form for the **parent/guardian or independent student** to declare this information.

The School Act allows a board to set admission priorities where facilities or resources are not sufficient to accept all students wishing to attend a specific school. A list of the placement priorities set by the Calgary Board of Education can be found in Section F of current CBE Administrative Regulation 3001 – School Boundaries and Optional Attendance. (For more information on residency of students, see *Information Package for CBE Schools – Section 5 – Admission and Registration of Students*)

**If there are space and resource limitations, the non-resident applicant must be informed that their registration cannot be accommodated at that time. Non-resident students, whose registrations are accepted, must be informed in writing regarding the duration of that acceptance.**

### Residency Considerations:

To qualify as a resident student of the CBE a student must physically reside within the jurisdiction of the Calgary Board of Education (i.e. within the geographical boundaries of the CBE) with their parent(s) or legal guardian, or as an independent student. In addition, the faith of the parent(s) of that student must be non-Catholic.

Out of Calgary Students	If the parents or legal guardians OR the independent status students live outside the geographic boundaries of the Calgary Board of Education, they are not residents of the CBE.
Roman Catholic Students	If the parent(s) or the legal guardian(s) OR the independent status student live within the geographic boundaries of the Calgary Board of Education but are of the Roman Catholic faith, the student is a resident of the Calgary Roman Catholic Separate School Division and not resident of the CBE (School Act – Section 44(4))
Francophone Students	If the parent(s) or the legal guardian(s) OR the independent status student live within the geographic boundaries of the Calgary Board of Education and the first language of the parents (or the Independent Student) is French AND they wish to exercise their Section 23 rights, they are residents of the Conseils Scolaires Catholique et Francophones du sud de l'Alberta and not residents of the CBE. If they do not wish to exercise their Section 23 rights, it must still be determined if they are residents of the Calgary Board of Education or the Calgary Roman Catholic Separate School Division.
Dual Residency	If both parents (or legal guardians) have care and custody of a student and each is a resident of a different school district or division and they wish to have the student considered as a resident of the Calgary Board of Education, they must declare that to be the case by checking YES to the Declaration of Residency and signing the Registration Form. School Act - Section 44(8))

2. The custodial parents OR legal guardians OR independent student must complete the form and **provide all required documentation**. Please note that full legal name is required. AKA Given Name may be requested and recorded in SIRS.
3. Once the form is completed, review the form and documentation for completeness and accuracy with the person who completed it. Pay particular attention to the declarations and supporting documents regarding Residency, Date of Birth, Citizenship, Previous Suspension or Expulsion, Custody or Guardianship, Medical Information, Aboriginal Information, ESL Eligibility and Francophone Eligibility. If medical information is provided, insure that follow-up forms are provided as necessary. Please note that provision of the Alberta Personal Health Care Number cannot be required.
4. Add the student to SIRS using Add a Student for Current Year or Add a Student for Next Year, whichever is appropriate. Transfer data to SIRS by entering information in the fields as they appear on the registration screens. On the top right hand corner of page 1, record the student's CBE ID # (if new to the Board), the Alternate or Special Education Program Name (if applicable), and if the student is registering in Kindergarten, whether or not the program is a Full Day Kindergarten program.
5. File the registration form and the supporting documents in the student's cumulative file.

Once completed, the Student Registration Form becomes part of the CBE Student Record. Student records may be reviewed by either custodial/access parent and/or legal guardian. If the registering parent/guardian does NOT wish to have their personal information (i.e. home address, work number etc.) shared with the other parent/guardian during a review of the student record, a written request to keep this information private must be provided to the school.