Calgary Board of Education | Unique Pathways

Exploratory Program Application Form

Select from one of the following Exploratory Programs (refer to Off-Campus Education for more information):

Summer Programs – Full Day (July)

- ○ Boilermakers
- ○ Carpentry Trades
- ○ Electrical Trades
- ○ Hairstylist
- ○ Ironworkers
- ○ Pipe Trades
- ○ Sheet Metal Trades
- ○ Other, not listed: _____

Fall Programs (September - January)

- ○ Building Trades (PM)
- ○ Other, not listed: _____

Winter Programs (February - June)

- ○ Carpentry Trades (AM)
- ○ Carpentry Trades (PM)
- ○ Electrical Trades (AM)
- ○ Electrical Trades (PM)
- ○ Hairstylist (AM)
- ○ Hairstylist (PM)
- ○ Pipe Trades (AM)
- ○ Pipe Trades (PM)
- ○ Sheet Metal Trades (AM)
- ○ Sheet Metal Trades (PM)
- ○ Other, not listed: _____

Unique Pathways Program Eligibility

For programs during the **school year**, students must be:

- working towards high school completion
- 18 years of age or younger as of September 1 the year of the program (students may turn 19 after September 1)
- taking an in-person course at their home school for the duration of the Unique Pathways course or program

For programs during the **summer**, all students completing their Grade 10, 11 or 12 year and 18 years of age or younger as of September 1 of the current school year are eligible. This includes recently graduated students and students who turned 19 after September 1 of the current school year.

Unique Pathways Application Submission

- Please complete this form digitally and then print-off for handwritten signatures;
- Applications should be sent in by the school Off-Campus Coordinator or Guidance Counsellor on behalf of the student;
- All correspondence regarding this program, including a confirmation email upon receipt of the application, will be via the CBE Student EDU email. Students must check their CBE email account.

A. Student Information

Legal First Name _____ Legal Last Name _____

Legal Middle Name _____ Birthdate (MM/DD/YYYY) _____

Grade (**at time of application**) _____ CBE Student ID Number _____

Student EDU Email _____ (e.g. xxx@educbe.ca)

Apt/Suite # _____ Street _____

City _____ Province _____ Postal _____

Home Phone _____ Student Mobile Phone _____

Parent/Guardian Name _____

Parent/Guardian Email _____

B. School Information

Current CBE School _____

Please provide **both names** and contact numbers. Indicate the primary contact by selecting the button beside one name. This person will be the school-based contact for the student throughout the application process and during the program.

◯ Off-Campus Coordinator Name _____ Phone/Ext _____

◯ Guidance Counsellor Name _____ Phone/Ext _____

C. Application Verification Requirements

1. Have you verified with your Guidance Counsellor or Off-Campus Coordinator that you meet the academic and other requirements (see program page on our website)?

   Estimated credit count at the end of this semester _____

   ☐ Yes Off-Campus Coordinator/Guidance Counsellor initials _____

2. Have you verified with your Guidance Counsellor or Off-Campus Coordinator that you are able to commit to the scheduled program dates (see program page on our website)? Consider extracurriculars, part time work commitment and vacation plans that may conflict with the program dates.

   ☐ Yes Off-Campus Coordinator/Guidance Counsellor initials _____

3. Have you verified with your Guidance Counsellor or Off-Campus Coordinator that you are able to arrange transportation for the duration of the program? Financial support may be available for eligible students.

☐ Yes Off-Campus Coordinator/Guidance Counsellor initials _____

D. Supporting Documents

1. Please verify you have included your personal Statement of Intent, explaining why this program is of interest to you and how it aligns with your career pathway.

☐ Yes, attached

2. Please verify you have asked a teacher, Guidance Counsellor or Off-Campus Coordinator to complete the Teacher Recommendation Form. This form should be completed by a staff member who knows you well, can speak to you as a student, and understands how this program connects to your learning plan and future goals.

☐ Yes Teacher Name _____

3. Please verify you have included your current Student High School Transcript / Detailed Academic Report (DAR) – found in myPass.

☐ Yes, attached

E. Required Signatures

☐ I acknowledge that my child has applied for an Exploratory Program.

☐ I acknowledge that delivery of the program requires sharing of personal information (name, email, and photo) with program partners, who are bound by the Protection of Privacy Act (POPA)

Student _____

Parent/Guardian (unless independent student) _____

Off-Campus Coordinator/Guidance Counsellor (primary contact) _____

Independent Student Status (ONLY fill in if under 18 and declaring Independent Status)

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. Principal's Signature (Home High School) _____

F. Application Checklist & Attachments

Please complete the following checklist *before* submitting your application to your Off-Campus Coordinator or Guidance Counsellor. Once reviewed, your Off-Campus Coordinator or Guidance Counsellor will scan and submit on your behalf as one pdf file.

I have included (in this order):

- ☐ A. Student Information
- ☐ B. School Information
- ☐ C. Application Verification Requirements
- ☐ D. Supporting Statements - Statement of Intent (attached)
- ☐ D. Supporting Documents – Teacher Recommendation Form (completed)
- ☐ D. Supporting Documents - High School Transcript / Detailed Academic Report (DAR)
- ☐ E. Required Signatures

How to Submit this Application Form

Submit all required documents in the order outlined above to your Off-Campus Coordinator or Guidance Counsellor by the specific program date provided on Off-Campus Education. Your Off-Campus Coordinator or Guidance Counsellor will review and submit on your behalf. **Please do not submit directly**.

A confirmation email with be sent using the **CBE Student EDU email** upon receiving your complete application package. If you have not received a confirmation email within 2 weeks of your submission, please contact your Off-Campus Coordinator or Guidance Counsellor.

Protection of Privacy

The personal information requested on this form is collected under the authority of Alberta's *Protection of Privacy Act* (POPA), The *Education Act* and its regulations, and the *Canadian Charter of Rights and Freedoms*, Section 23. This information will be used for the maintenance of the student's official student record, 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 any 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, and contact and health related information in the event of problems or emergencies. Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under their administration (e.g., research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of POPA. If you have any questions about this collection of information, please contact your child's school principal.

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Consent for CBE Use of Student Information

Please complete and return to the school.

When student information is shared in a way that makes the student publicly identifiable outside of the school environment, the *Protection of Privacy Act* (POPA) requires The Calgary Board of Education (CBE) to obtain parent consent. Sharing this information, for non-profit educational purposes, celebrates the success of students with parents, the community, and general public.

Parents are asked to sign this form for either decision they make. If parents consent to use of student information, they are agreeing that some of their child's personal information (image, fist name, first initial of surname, grade, school and/or work samples) may be shared publicly by the school and/or CBE. Student personal information is shared for the purposes of ongoing communication, learning and celebration. Examples of such sharing include:

- public displays and presentations
- CBE approved and teacher managed websites and limited social media sites
- print and electronic school publications such as newsletters, invitations, teacher blogs

Lessons and student work may be digitally recorded as evidence for student assessment and specialist consultation and referrals, staff development, or to demonstrate good professional practices. These recordings may be shared with other educational organisations or colleagues as a professional learning resource in a limited way and will be deleted once no longer being used.

Parents or independent students are under no obligation to provide consent; it is their voluntary decision to do so. If you do not sign the form, this indicates that consent was NOT given.

Decisions on consent can be changed at any time throughout the school year. You may withdraw your consent or decide to provide consent at any time by notifying the school principal in writing. The change to consent will be effective going forward from the time the notification is received.

If you have any concerns about this form, please contact the principal at your child's school.

Consent for Release

Consent is valid for one school year only.

☐ I give The Calgary Board of Education consent to use my child's or my information as described above for non-profit educational purposes.

☐ I DO NOT give consent to use my child's or my information as described above.

Print Name of Student	Name of School
Print Name of Parent or Independent Student	**Signature** of Parent or Independent Student
School Year (20XX – 20XX)	**Date** of Signature (YYYY-MM-DD)

Authorization for Collection of Personal Information. Personal information is collected under the authority of the *Education Act* and the *Protection of Privacy Act* (POPA). This information will be used to manage student personal information. If you have any questions regarding the collection of this information, contact the school principal.

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Consent for Use of Student Information by News Media and Outside Groups (Third Party)

Please complete and return to the school.

News media outlets (TV, radio, print publications) and other organizations (third parties) may visit school throughout the year to report on school programs, activities and achievements. This is done with permission from school administration and is supervised by The Calgary Board of Education (CBE) staff. Parents will be notified whenever third parties will be attending or have attended events or activities. Information gathered at these events becomes public and may be published, broadcast, sold to other media outlets or posted on websites and social media sites by the third party. CBE cannot control or prevent the distribution or use of student personal information once it is made public.

Parents are asked to sign this form for either decision. If parents consent to this use of student information, they are agreeing that some of their child's personal information (image, first name, initial of surname, grade, and/or school name) may be shared with third parties at school events, activities or non-public events when third parties have been invited, including media.

Parents or independent students are under no obligation to provide consent; it is their voluntary decision to do so. If you do not sign this form, this indicates that consent was NOT given.

Decisions on consent can change any time throughout the year. You may withdraw your consent or decide to provide consent by notifying the school principal in writing. The change to consent will be effective going forward from the time the notification is received.

CBE is unable to control who is taking recordings at public events. Public events include such activities as school assemblies, performances, field trips and sporting events.

If you have any concerns about this form, please contact the principal at your child's school.

Consent for Release

Consent is valid for one school year only.

☐ I give The Calgary Board of Education consent to include my child or me in the media/third party coverage as described above.

☐ I DO NOT give consent for my child or me to participate in media/third party coverage as described above.

Print Name of Student	Name of School
Print Name of Parent or Independent Student	**Signature** of Parent or Independent Student
School Year (20XX – 20XX)	**Date** of Signature (YYYY-MM-DD)

Authorization for Collection of Personal Information. Personal information is collected under the authority of the *Education Act* and the *Protection of Privacy Act* (POPA). This information will be used to manage student personal information. If you have any questions regarding the collection of this information, contact the school principal.

Frequently Asked Questions

Why is consent required?

The sharing of student personal information in ways that identify the student is governed by the *Protection of Privacy Act* (POPA) and requires The Calgary Board of Education (CBE) to obtain permission under certain circumstances. CBE requires parental or independent student consent for CBE staff to share student information for educational purposes, outside of CBE. Examples of this include posting student work or images on CBE websites, school social media pages. This consent is provided on the “Consent for CBE Use of Student Information” form.

CBE also requires parental or independent student consent to allow third parties (such as media or business partners) to photograph, video or interview students at CBE non-public events. This consent is provided on this form.

How long is my consent valid for?

Parental or independent student consent is gathered annually and is valid for the current school year only.

What happens if I change my mind regarding consent?

Parent or independent student consent can be withdrawn at any time during the school year. This must be done in writing to the school principal. Please keep in mind that once personal information, images or student work are released in any public forum, CBE cannot control or prevent further distribution or use of the material.

Parents or independent students can also change their mind to provide consent during the school year. If you change your mind and wish to provide consent during the school year, it must be done in writing to the school principal.

What happens when the media comes to school?

If your child has consent, they may be recorded by the media. If you have not provided consent, your child will not be allowed to be recorded or approached by the media on CBE property.