



**For Office Use Only**

Registration Approved by Administrator:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Resident Student      \_\_\_\_ Non-Resident Student

## STUDENT REGISTRATION FORM 2020 - 2021

### PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

This registration form is a legal document. Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or guardian, or by the student (if living independently). This form is used to enroll new students to STAR Catholic Schools. Use this form to record important information, such as the student identification (legal name, date of birth, gender, identification document type and document number), legal relationship of student and parent/guardian, francophone rights or Aboriginal self-identification.

### STUDENT INFORMATION

Print the student's legal surname (last name) and given names below. **These are the names on the student's birth certificate or adoption papers.** If the student uses a different first or last name, there is a space below for *preferred name*.

School Name

Grade Entering

Student's Legal Last Name

Student's Legal First Name

Student's Legal  
Middle Name

Date of Birth  
(Month/Day/Year)

Preferred Last Name

Preferred First Name

☐ Female ☐ Male ☐ X

Student's Residence: Street Address or 911 and Legal Land Location if Rural

City

Province

Postal  
Code

Mailing Address (If different than above: Mail-Outs will be sent to this address)

City

Province

Postal  
Code

Residential Subdivision

Home Phone (with area code)

Other Phone (with area code)

Last School Attended (School Name)

City and Province

Postal Code

Number of  
Years

### TRANSPORTATION

Will your child require bus service? If your child requires bus service, please complete the "Transportation Request" form on the Division's web site: [www.starcatholic.ab.ca/busing/registration-and-fees/](http://www.starcatholic.ab.ca/busing/registration-and-fees/)

☐ Yes ☐ No

What was the student's first language spoken at home?

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## SPECIAL EDUCATION NEEDS

STAR Catholic Schools offers individual program planning for students identified with special education needs. Has your child been identified as having a special need and/or received specialized programming services?

☐ Yes ☐ No

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## PARENT/GUARDIAN INFORMATION

**If there are two parents or guardians, it is important to fill in both sections below, whether or not the parents or guardians are living together.** A guardian is defined in section 20 of the Family Law Act, or a guardian appointed under Part 5 of the Child Welfare Act, Part 1, Division 5 of the Child, Youth and Family Enhancement Act or section 23 of the Family Law Act. NOTE: It is very important that you indicate whether or not each parent/guardian or independent student is or is not Roman Catholic. Under the terms of the School Act, the residency status of a student is based on religion and where the parent(s) or legal guardian(s) live. A student is considered to be a resident of STAR Catholic Schools if at least one of the parents/guardians is Roman Catholic and lives in STAR Catholic School boundaries.

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### First Parent/Guardian

Religious Declaration

☐ Catholic ☐ Non-Catholic

Email

Relationship to Student

☐ Biological or adoptive mother ☐ Step-mother  
☐ Biological or adoptive father ☐ Step-father

Other:

Last Name

First Name

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

Address (if different from student)

City

Province

Postal Code

Does the student reside with this individual?

☐ Yes ☐ No

Home Phone  
(with area code)

Business Phone  
(with area code)

Other Phone  
(with area code)

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### Second Parent/Guardian

Religious Declaration

☐ Catholic ☐ Non-Catholic

Email

Relationship to Student

☐ Biological or adoptive father ☐ Step-father  
☐ Biological or adoptive mother ☐ Step-mother

Other

Last Name

First Name

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

Address (if different from student)

City

Province

Postal Code

Does the student reside with this individual?

☐ Yes ☐ No

Home Phone  
(with area code)

Business Phone  
(with area code)

Other Phone  
(with area code)

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### **Third Parent/Guardian**

Religious Declaration

☐ Catholic ☐ Non-Catholic

Email

Relationship to Student

☐ Biological or adoptive father ☐ Step-father  
☐ Biological or adoptive mother ☐ Step-mother

Other

Last Name

First Name

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

Address (if different from student)

City

Province

Postal Code

Does the student reside with this individual?

☐ Yes ☐ No

Home Phone  
(with area code)

Business Phone  
(with area code)

Other Phone  
(with area code)

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### **Fourth Parent/Guardian**

Religious Declaration

☐ Catholic ☐ Non-Catholic

Email

Relationship to Student

☐ Biological or adoptive father ☐ Step-father  
☐ Biological or adoptive mother ☐ Step-mother

Other

Last Name

First Name

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

Address (if different from student)

City

Province

Postal Code

Does the student reside with this individual?

☐ Yes ☐ No

Home Phone  
(with area code)

Business Phone  
(with area code)

Other Phone  
(with area code)

## DISCLOSURE RESTRICTIONS

A guardian or parent may have their right to access information about a student removed by a legal process. Please indicate if a legal document exists which restricts access to information about this student. If you have answered yes, the school will collect the required documentation which will be retained on the student's record.

☐ Yes ☐ No

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## FAMILY CIRCUMSTANCES

Are there any family circumstances about which you wish the school to be aware?

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## CITIZENSHIP STATUS

What is the citizenship or immigrant status of the student?

- ☐ Canadian Citizen (documentation required)
- ☐ Lawfully admitted to Canada for permanent residence (documentation required)
- ☐ Temporary Resident: - (International students only - Will need to provide a copy with expiration date)
- ☐ Child of a Canadian Citizen (documentation required)
- ☐ Child of an individual lawfully admitted to Canada for permanent or temporary residence (documentation required)
- ☐ Step-child of a Canadian or Temporary Foreign Worker (documentation required)
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## NOTICE TO PARENT OR GUARDIAN OF RELIGIOUS PERMEATION

The Alberta Human Rights Act requires a school board to give notice to a parent/guardian when courses of study, education programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

All of the schools in our Division are Catholic Separate Schools, the essential purpose of which is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both within and outside of formal religion classes, celebrations and exercises. Every course of study and educational program, all institutional materials, instruction and exercises will at all times include subject matter that deals primarily and explicitly with religion.

### Sacramental Preparation

In partial fulfillment of the right, responsibility and duty of Catholic Separate Schools to fully permeate Catholic theology, philosophy, practices and beliefs, the principle of the Gospel and teachings of the Catholic Church in all aspects of school life, this school is actively involved in sacramental preparation of students. To assist in sacramental preparation, please advise whether your child has received any of the following sacraments:

- |  |   |
|--|---|
| <input type="checkbox"/> Baptism - Catholic (please provide a copy of Certificate) | <input type="checkbox"/> Reconciliation |
| <input type="checkbox"/> First Communion   | <input type="checkbox"/> Confirmation   |
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## SECTION 23 – FRANCOPHONE RIGHTS (Optional)

According to the School Act and section 23 of the Canadian Charter of Rights and Freedoms, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/guardian is a resident of Alberta and: French was the first language learned, and is still understood, by at least one parent; or, one or more of the parents, or one or more of their children have received, or are receiving instruction in a French first language program or school in Canada (this does not include a French immersion program). Do you claim entitlement to a francophone education under the terms of the School Act? If eligible, provincial Student Record Regulation requires STAR Catholic Schools to release demographic information about the student and parent/guardian to the local Francophone Education Board upon written request from that school jurisdiction.

☐ Eligible ☐ Ineligible

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## INDEPENDENT STUDENT STATUS

The School Act defines an independent student as someone who is: (i) 18 years of age or older, or, (ii) 16 years of age or older, and (a) who is living independently, or, (b) who is a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act. Are you claiming status as an Independent Student under the definition of the School Act?

☐ Yes ☐ No ☐ Catholic ☐ Non-Catholic

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## ABORIGINAL SELF-IDENTIFICATION

If you wish to declare the student is Aboriginal, please select one:

☐ First Nations (Status) ☐ First Nations (Non-Status) ☐ Métis  
☐ Inuit

If you reside on Reserve or  
Crown Land - Band Number

Band Name

Family Number

Child Position Number

For further information, please refer to: <https://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 STAR Catholic Schools, please contact the Division office at 780-986-2500.

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## EMERGENCY/MEDICAL INFORMATION

**EMERGENCY CONTACTS** An emergency contact person is someone other than the student's parent or guardian.

Emergency Contact #1

Home Phone (with area code)

Other Phone (with area code)

Relationship to Student

Emergency Contact #2

Home Phone (with area code)

Other Phone (with area code)

Relationship to Student

## MEDICAL INFORMATION

You do not have to provide information about medical concerns, but the information could be crucial to the well-being of the student. Are there any serious medical conditions about which you wish the school to be aware?

☐ Diabetes ☐ Epilepsy ☐ Allergies ☐ Haemophilia  
☐ Asthma ☐ Heart Condition ☐ Other (Note below)

Medical Notes:

Note: Additional forms will need to be completed for students requiring the administration of medication at school.

Student's Alberta Health Care Number

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## COLLECTION AND USE OF PERSONAL INFORMATION

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, STAR Catholic Schools is authorized and required under the provisions of the Education Act and its regulations to collect, use, and disclose personal information when that information relates directly to and is necessary for providing educational programming and ensuring student and staff safety. **Please note that consent is not required for these purposes.**

When STAR Catholic Schools uses and/or discloses personal information for reasons not directly related to delivering educational programming or ensuring student and staff safety, written consent is required. For more information on how STAR Catholic Schools handles your or your child's personal information, please contact the Division FOIP Coordinator at 780-986-2500 or 1-800-583-0688.

## CONSENT FOR USE OF STUDENT INFORMATION

STAR Catholic Schools is requesting your permission for the following uses of your child's personal information. Please note that consent is not a requirement. You may choose whether or not to grant your consent. Once given, consent can be given or revoked prior to any such use or disclosure by notifying the school principal in writing.

Please respond **Yes** or **No** to each (response to each section required).

I hereby give STAR Catholic Schools permission to use, post, publish or copyright the written work, creative work and/or personal information (e.g. first name, last name, grade, photograph, audio-visual recordings) of my child to any public websites, social media accounts, or publications **owned or operated by the Division** for the purposes of highlighting individual achievements and promoting Division activities.

☐

Yes

☐

No

I hereby give STAR Catholic Schools permission to permit the media and other outside organizations to photograph, make audio-visual recordings and/or interview my child while under the supervision of STAR Catholic Schools. I acknowledge that STAR Catholic Schools cannot control the further distribution of these photographs, recordings or interviews once they have occurred.

☐

Yes

☐

No

If you wish to grant consent with an exception (e.g. no publishing of surnames) please list the exception in the space below:

It is important to understand school events that are open to the public are not subject to the conditions of the FOIP Act. These events may include general assemblies, concerts, school plays, special activities, academic-focused activities, and athletics. The general public, parents, and media may be in attendance, and are allowed to take photographs, create video and audio recordings, and conduct interviews without first obtaining consent. (It is not expected that the general public or parents will conduct interviews.) The media are expected to work cooperatively with schools within the realm of mutually agreed upon guidelines and protocol.

Unless the school is notified of a change, the signed document will be in effect for the entire time that your son/daughter is registered in the Division. If you have any questions or concerns regarding the collection or use of information, please contact the FOIP Coordinator at STAR Catholic Schools Division office — 780-986-2500 or 1-800-583-0688.

### COMMERCIAL ELECTRONIC MESSAGES

The school wishes to keep you up to date with communications that may include information about offers, advertisements or promotions from our Division or schools. These can include things like: Yearbooks, Field Trip Opportunities, Student Photos, Tickets or other related opportunities.

- ☐ Yes, I give my consent to receive these messages
- ☐ No, I do not give my consent to receive these messages
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### SIBLINGS ATTENDING STAR CATHOLIC SCHOOLS

Please indicate the sibling's name and the school they attend

Sibling #1 Name/School

Sibling #2 Name/School

Sibling #3 Name/School

Sibling #4 Name/School

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### DECLARATION BY PARENT, GUARDIAN, OR INDEPENDENT STUDENT

I hereby certify the above information to be true, correct, and complete. I have identified all guardians for this student.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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### OFFICE USE ONLY

A copy of any student identification documentation should be placed in the Student Record. **Documents with asterisks will be accepted in the event of an enrolment audit.** More than one document may be required to verify student identification and residency or to prove right to education in Alberta.

#### Select Applicable documentation(s):

Legal Student Identification Document

- |   |  |
|---|--|
| <input type="checkbox"/> Alberta Birth Certificate *                      | <input type="checkbox"/> Canadian Passport *                         |
| <input type="checkbox"/> Alberta Adoption Order *                         | <input type="checkbox"/> Canadian Permanent Resident Visa *          |
| <input type="checkbox"/> Alberta Health Care Card                         | <input type="checkbox"/> Canadian Study Permit *                     |
| <input type="checkbox"/> Alberta Identification Card                      | <input type="checkbox"/> Canadian Temporary Resident Visa *          |
| <input type="checkbox"/> Alberta Change of Name Certificate               | <input type="checkbox"/> Canadian Work Visa *                        |
| <input type="checkbox"/> Alberta Operator's Licence (Independent Student) | <input type="checkbox"/> Foreign Birth Certificate                   |
| <input type="checkbox"/> Canadian Birth Certificate outside Alberta       | <input type="checkbox"/> International Student Visa                  |
| <input type="checkbox"/> Canadian Citizenship Certificate *               | <input type="checkbox"/> Passport issued outside Canada              |
| <input type="checkbox"/> Canadian Marriage Certificate                    | <input type="checkbox"/> Registration Form (temporary declaration) * |