

# STUDENT REGISTRATION FORM



**SCHOOL:** \_\_\_\_\_

Parent(s)/Guardian(s), please ensure this information is filled out completely and accurately according to the child's birth certificate. **A copy of the child's birth certificate must be provided** to the school for inclusion in the official student record to verify registration information.

## STUDENT INFORMATION

**DATE:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_ **Entering Grade:** \_\_\_\_\_  
*First/Last*

**Full Legal Name:** \_\_\_\_\_ **Given Name(s):** \_\_\_\_\_  
*Surname First Middle*

**Mailing Address:** \_\_\_\_\_ **City/Town:** \_\_\_\_\_ **Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Physical Address** (street or rural 911): \_\_\_\_\_

\_\_\_\_\_ **Quarter, Section** \_\_\_\_\_, **Township** \_\_\_\_\_, \_\_\_\_\_ **of** \_\_\_\_\_ **Meridian**  
*(Legal Land Description)*

Please indicate the location of your residence on a Map provided by the school secretary, if requested.

**Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Copy of Birth Certificate:**  Yes  No **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Bus No.:** \_\_\_\_\_ **Driver:** \_\_\_\_\_  WWSD  Blood Bus Co-op

## First Nations, Métis or Inuit Self-Identification

Please self-identify if this student is First Nations, Métis or Inuit...as there are funding implications.

- |  |  |
|--|--|
| <input type="checkbox"/> Status Indian/First Nations | <input type="checkbox"/> Non-Status Indian/First Nations |
| <input type="checkbox"/> Métis                       | <input type="checkbox"/> Inuit                           |

**TREATY #:** \_\_\_\_\_ **BAND:** \_\_\_\_\_

**This student lives:**  On-Reserve  Off-Reserve **Location:** \_\_\_\_\_

ALBERTA LEARNING 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.

**Parent Signature:** \_\_\_\_\_ **X**

**PARENT/GUARDIAN INFORMATION**

Student Custody:  Both Parents  Mother Only  Father Only  Legal Guardian  Foster Parent  Other...

If OTHER, please define: \_\_\_\_\_

*(If legal custody resides with a specific parent/guardian/etc, you must provide legal documentation to the school.)*

Father/Step-father/Guardian/Foster: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Surname Given Name Home/Work/Cell*

Mother/Step-mother/Guardian/Foster: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Surname Given Name Home/Work/Cell*

Parent/Guardian Email: \_\_\_\_\_ @ \_\_\_\_\_

Case Worker (for Foster Child): \_\_\_\_\_ Phone: \_\_\_\_\_  
*Name Work/Cell*

Case Worker Email: \_\_\_\_\_ @ \_\_\_\_\_

**EMERGENCY CONTACT 1: If parent(s)/guardian(s) is/are not available:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**EMERGENCY CONTACT 2: If parent(s)/guardian(s) is/are not available:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**FAMILY CLINIC & ALBERTA HEALTH CARE INFORMATION:**

AHC#: \_\_\_\_\_ Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_

Clinic/Doctor Phone: \_\_\_\_\_

**MEDICAL ALERT INFO:** *(Chronic illness, allergies, etc.)* \_\_\_\_\_

**Language of Instruction - Pursuant to Section 23 of the Canadian Charter of Rights & Freedoms**

Citizens of Canada:

- Whose first language learned and still understood is French; or
- Who have received their primary school instruction in Canada in French have the right to have their children receive primary & secondary instruction in French; or
- Of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary & secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional authority.

- A. According to the criteria above as set out in the *Canadian Charter of Rights & Freedoms*, are you eligible to have your child receive a French first language (Francophone) education? (Please check the appropriate box.)  
 Yes  No  Don't Know
- B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?  
 Yes  No

# PARENT/GUARDIAN CERTIFICATION

I hereby certify, to the best of my knowledge, the information provided is complete and accurate.

Yes

No

I give my permission for Westwind School Division #74 and the school my student attends permission, as indicated on each of the following authorization sections (pages 5-8):

- Section 23 (Language of Instruction)
- Copyright Release
- Student Health Initiative
- School Council Access
- Media Consent
- Anti-SPAM Legislation
- Acceptable Use of Technology Resources
- Student Responsibilities (Education Act)
- Parent Responsibilities (Education Act)

*Place stamp of school/address here:*

## Required for Registration to be Completed

\_\_\_\_\_  
Custodial Parent/Guardian Name(s) (Please Print)

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_ X \_\_\_\_\_ X  
Signature(s)

\_\_\_\_\_  
DATE

**Where the student does not reside with the custodial parent, please complete the next section.**

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_ X  
Signature

\_\_\_\_\_  
DATE

*Office Direction: Please make all efforts to obtain the signature of one or both custodial parents.*



### Authorization to Obtain Alberta Education Student Record from Previous School Attended

I hereby authorize \_\_\_\_\_ to obtain the student record for \_\_\_\_\_  
(Print Name of WWSD School) (Print Legal Name of Student)

from \_\_\_\_\_ located at  
Name of Last School this student attended

\_\_\_\_\_ Phone (if known): \_\_\_\_\_  
Post Office Box (Mailing Address, if different from below)

\_\_\_\_\_  
Street Address City/Town Province Postal Code

Please forward the above named student's record to:  
(Place school stamp or enter school/address below ↓)

\_\_\_\_\_  
Parent(s)/Guardian(s) Name (Please Print)

\_\_\_\_\_ **X**  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
DATE



**FOIPP RELEASE**  
(Freedom of Information and Personal Privacy)

### Copyright Release

I hereby grant permission to Westwind School Division #74 on behalf of (Student's Name) \_\_\_\_\_, to be recorded and taped; have his/her work displayed; have his/her work reproduced for non-profit, educational purposes. I understand productions/works may be shown at educational displays during an open house, in-service session and other school-related activities at school or School Board sites, or at school or school board sponsored displays in the community, or used in a school publication for the period of time that my child is registered at this School.

Please Indicate Your Choice:

Yes

No

*Authorization included with your signature on the Parent/Guardian Certification Page*

### Student Health Initiative

The Alberta Health Services administers the "Voluntary Health Program" including immunization, dental, and so forth, within the school district. The school will normally make the parent/guardian name, phone number, mailing address, student's name, grade level and birth date available to the Alberta Health Services to facilitate the passing on of information about their programs.

I give permission for the release of the above stated information to Alberta Health for the period of time that my child is registered at this School.

Please Indicate Your Choice:

Yes

No

*Authorization included with your signature on the Parent/Guardian Certification Page*

### School Council Access

Each school is required to have a "School Council" that represents parents and engages in activities to support and advise the school administration. The school normally provides an annual list to the school council that includes: parent/guardian name, phone number, mailing address, student names and grade level. This list is used primarily for contact purposes, by the council.

I give permission for the release of the above information to the School Council for the period of time for which my child is registered at this School.

Please Indicate Your Choice:

Yes

No

*Authorization included with your signature on the Parent/Guardian Certification Page*

*Permission may be revoked, in writing, at any time.*



# Media Consent Form

The Westwind School Division #74 presently enjoys and encourages an open and beneficial relationship with the print and broadcast media as a means of promoting and reporting on school activities. Typically these activities would include but are not limited to:

- Students working in a classroom or other educational setting (on and off campus).
- Use of a students' likeness or picture with any electronic medium (ie. newspaper, education plans/reports, divisional website, newsletters, etc).
- Students playing or socializing during recess or lunch break.
- Student attendance and/or participation at a meeting of the School Board.

To permit this relationship to continue we require parental consent to publish a photograph and/or video recording of your student, as they participate in school activities.

On behalf of \_\_\_\_\_  
Student's Name (Please Print)

**Please indicate your choice:**

- I give my consent to the information disclosures, as described above.
- I do not give my consent to the information disclosures, as described above.
- I give my consent, however, I do not want my son/daughter/ward's image to be published or otherwise **displayed**, under the following circumstances or in the following mediums (ie. TV, Social Media, School Webpage, Newsletters, Annual Results Reports, Newspapers, etc), **as described below:**

|  |
|--|
|  |
|  |
|  |
|  |

***Authorization included with your signature on the Parent/Guardian Certification Page***

## Anti-SPAM Legislation – Permission to Receive Form

### REQUEST FOR CONSENT

In order for Westwind School Division to continue to keep you informed and up-to-date on the latest school board news and apprised of events after July 1, 2014 – when Canada’s NEW Anti-SPAM Legislation comes into effect – your express consent is required, so please complete the “permission” section and return this by email.

We really do want to keep you informed about relevant school board news, information items and updates, benefits and insurance information, meetings, professional development opportunities, offers for products and services, announcements regarding school closure and other school related business communicated to you by email or other electronic communication, as these may, from time to time, contain an offer from one of our vendors, registration fee information, advertisements or promotions and similar information.

### PERMISSION SECTION

If you wish to receive communication by email and other print or electronic media from Westwind School Division and/or its agent entities (schools, school councils, etc), **please information for each parent/guardian wishing to receive correspondence from the division & school:**

|   |  |
|---|--|
| <b>Father/Guardian:</b>                                   |  |
| <b>Email Address:</b>                                     |  |
| <b>Cell Number:</b><br><small>(For Text Messages)</small> |  |
| <b>Mother/Guardian:</b>                                   |  |
| <b>Email Address:</b>                                     |  |
| <b>Cell Number:</b><br><small>(For Text Messages)</small> |  |

**Enter indicate your choice...**

|  |  |
|--|--|
|  | <b>Yes</b> , I want to OPT-IN to receive electronic communication (emails) as described above. |
|  | <b>No</b> , I want do NOT want to receive Westwind electronic communication.                   |
|  | I want to <b>unsubscribe</b> from receiving electronic communication from Westwind SD #74.     |

***Authorization included with your signature on the Parent/Guardian Certification Page***

**Westwind School Division #74**  
**TECHNOLOGY Acceptable Use Policy**  
**Acceptance FORM 308.1**



**Limitation of Liability**

1. The Westwind School Division No. 74 makes no guarantee that the functions or services provided by or through the district network will be error-free or without defect.
2. The district will not be responsible for any damage suffered; including but not limited to, loss of data or interruptions of service.
3. The district is not responsible for financial obligations arising through the unauthorized use of the network or district technology.
4. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network.

**By signing the following Consent and Waiver form, users (students & parents) agree to abide by these guidelines. A signed form assures Westwind School Division #74 that the student and his/her parent(s)/guardian(s) have discussed and understand these limitations, rights and responsibilities.**

**Student Acceptance of AUP**

This is to certify that I, \_\_\_\_\_, have read, understand, and will abide by (obey/follow) all the acceptable use requirements set forth in this agreement (or the agreement has been read and/or explained to me by my parent(s) or guardian). I agree that if I fail to keep my commitment in doing any of the things outlined above that I will have my school network and/or school computer/technology privileges revoked either temporarily or permanently.

Please Indicate Your Choice:

Yes

No

\_\_\_\_\_

*Student's Signature*

\_\_\_\_\_

*Date*

**Parent/Guardian Endorsement of AUP**

I have read and discussed the importance of this document (Acceptable Use Policy) with my child. I am confident that my child understands the expectations and responsibilities associated with the proper care and handling of the school technology resources and the appropriate and ethical use of technology in the Westwind School Division #74. I understand that the consequences of not upholding these responsibilities will result in technology privileges being withdrawn, as well; possible disciplinary, legal, and/or monetary consequences may result. This agreement pertains to all Westwind computers and any other electronic communication device allowed to be on the Westwind Wireless and Guest Networks, including personally-owned devices.

Please Indicate Your Choice:

Yes

No

***Authorization included with your signature on the Parent/Guardian Certification Page***

***If the student or parent/guardian endorsement is "NO" -- access to district technology will not be permitted (including access to Internet and use of personal or school-owned devices) until the Acceptable Use Policy is accepted.***



## AUP for Young Students (Grades 1-5)



### **I know that I must use the computers safely**

- I know that my teacher can watch what I do on the computers.
- I will treat my username and password like my toothbrush – I will not let anyone else use it, and I will not use theirs.
- I will be aware of “stranger danger” when I am talking to other people on the computers.
- I will tell a teacher immediately anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my friends and can help if anything happens on the computer – even if I am using a computer at home.

### **I know that I must use the computers responsibly**

- I will only put pictures or videos on the Internet from inside the school if I have permission.
- I understand that the school’s Internet filter is there to protect me, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work.

### **I know that I must help look after the computers**

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won’t leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won’t try to install it myself.
- I will only change settings on the computer if I am allowed to do so – I won’t try to change anything that might cause the computer to go wrong.

### **I know that I must respect others when using the computers**

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.
- I will always be polite online. I appreciate that others may have different opinions.
- I will not take or share pictures or videos of anyone without their permission.

## AUP for Older Students (Grades 6-12)



### **I know that I must use the computers safely**

- I know that the school can remotely monitor what I do on the computers.
- I will treat my username and password like my toothbrush – I will not let anyone use mine, and I will not use anyone else's.
- I will be aware of my personal safety especially when I am communicating online, and will not share personal information about myself or others. I will tell an adult immediately if I am approached to meet someone that I have only communicated with online.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school is available to support me and my peers and will help if anything happens online – even while I am using a computer at home.

### **I know that I must use the computers responsibly**

- I understand that school-owned computers are to be used primarily for schoolwork, and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work and if I have permission from my teacher.
- I understand that I must not download or display inappropriate pictures or other material from the Internet or any other source.

### **I know that I must help look after the computers**

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- If I am allowed to connect my own computer or mobile device to the network, I will conduct myself as if I were using a school computer.
- I will only change settings on the computer if I am allowed to do so.
- I know that food and drink are not allowed in the computer rooms, and that I should not eat or drink around any computer.

### **I know that I must respect others when using the computers**

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.
- I will be polite online, and I will not use strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute pictures or videos of anyone without their permission.

### **I realize there are serious consequences for using technology inappropriately.**

## Related WWSO Board Policy & Alberta Education Act (2013) Sections

---

**WESTWIND SCHOOL DIVISION #74**
**POLICY # 300.0**

### AGE OF BEGINNERS

Approved: May 15, 1997  
 Revised: October 1, 2008  
 Reviewed: May 6, 2014

References:  
 School Act Division 2, Section 30

---

### POLICY

Westwind School Division No. 74 shall permit any student who is six (6) years of age by September 1<sup>st</sup> of the year they wish to enter grade one (1), to be registered as a student. As well, any student entering Early Childhood Services must be five (5) years of age by September 1<sup>st</sup> of the year of entry. The Division believes the September 1<sup>st</sup> date best addresses the student's educational needs and developmental maturity, but will admit students with birthdays between September 2<sup>nd</sup> and December 31<sup>st</sup> after parental consultation with the principal, accompanied by evidence that consultation with the principal has occurred. Requests must be submitted to the superintendent of schools or his designate no later than April 30<sup>th</sup> of the school year preceding enrolment.

---

#### **Student Responsibilities (Education Act, 2013 – Section 31)**

- 31** A student, as a partner in education, has the responsibility to
- (a) attend school regularly and punctually,
  - (b) be ready to learn and actively engage in and diligently pursue the student's education,
  - (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
  - (d) respect the rights of others in the school,
  - (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,**
  - (f) comply with the rules of the school and the policies of the board,
  - (g) co-operate with everyone authorized by the board to provide education programs and other services,
  - (h) be accountable to the student's teachers and other school staff for the student's conduct, and
  - (i) positively contribute to the student's school and community.

#### **Parent Responsibilities (Education Act, 2013 – Section 32)**

- 32** A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to
- (a) act as the primary guide and decision-maker with respect to the child's education,
  - (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
  - (c) ensure that the child attends school regularly,
  - (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
  - (e) co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
  - (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
  - (g) engage in the child's school community.