

# Student Registration Form

In Person Classes  Online Classes (Virtual School)

School: \_\_\_\_\_  
 Registering for Grade: \_\_\_\_\_

Date of Registration: \_\_\_\_\_  
 Enrollment Year: \_\_\_\_\_

## Student Information

Student's Legal Last Name: \_\_\_\_\_ Student's Legal First Name: \_\_\_\_\_ Student's Legal Middle Name: \_\_\_\_\_  
 Student's Preferred Last Name (if applicable): \_\_\_\_\_ Student's Preferred First Name (if applicable): \_\_\_\_\_ Students Preferred Middle Name (if applicable): \_\_\_\_\_

Gender  Male  Female  X (unspecified) Birthdate: \_\_\_\_\_ month/day/year Home Phone Number: \_\_\_\_\_

Physical Street or Rural 911 address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 House# \_\_\_\_\_ Street/Road \_\_\_\_\_ PO Box \_\_\_\_\_  
 Physical Town/City, Province and Postal Code \_\_\_\_\_ Mailing Town/City, Province and Postal Code \_\_\_\_\_

**Legal Name Verification** – A student cannot be registered without a copy of a legal document that provides proof of legal name, age and citizenship or immigration status. Any of the following documents are acceptable: Canadian birth certificate, passport, adoption papers, permanent resident card, student study permit, parent work permit or parent study permit.

<p><b>Citizenship</b></p> <p><input type="checkbox"/> Canadian Citizen  <input type="checkbox"/> Permanent landed immigrant/resident  <input type="checkbox"/> Student Study Permit or Visitor Record  <input type="checkbox"/> Child of individual lawfully admitted to Canada for permanent or temporary residence.</p> <p>Please provide the school with a copy of one of these documents. If your child is here on a study permit or visitor record, we will also require proof of one parent's citizenship status.</p>	<p><b>Verification of legal name and birthdate</b></p> <p><input type="checkbox"/> Birth Certificate  <input type="checkbox"/> Passport  <input type="checkbox"/> Adoption Certificate  <input type="checkbox"/> Treaty Card</p> <p>Please provide the school with a copy of the document you selected above.</p>
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**English as a Second Language (ESL)** (ESL students can be Canadian-born or Foreign-born)  
 My child is:  Canadian born  Foreign born Birth country: \_\_\_\_\_  
 My child's first language learned (specify): \_\_\_\_\_ My child's primary home language (specify): \_\_\_\_\_

**School History**  
 Name of school previously attended: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Last grade enrolled in: \_\_\_\_\_

**Medical Information (optional)**  
 You do not have to provide information about medical concerns, but the information could be crucial to the well-being of your child. Are there any serious medical conditions you would like the school to be aware of that affect your child? Please indicate below:

Diabetes  Epilepsy  Allergies  Hemophilia  Heart Condition  Asthma  Other  
 Epi-pen

Medical Notes: \_\_\_\_\_

### Parent or Guardian Information

The *School Act* defines a parent as a legal guardian of the child as defined in Section 20 of the *Family Law Act*, Part 1, Division 5 of the *Child, Youth and Family Enhancement Act* or Section 23 of the *Family Law Act*. Please identify the legal guardians of the child being enrolled. If there are questions as to whether an individual is a parent or guardian pursuant to the legal definitions, please contact the school principal for assistance.

#### Contact 1 Information

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

- Child resides with this person
- This person is the legal guardian of the student
- This person has custody of the student
- This person is a non-custodial contact for the student

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

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

Contact information of this parent or guardian

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Unlisted

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Is this parent a resident of Livingstone Range School Division as defined by section 273 of the *School Act*, meaning that the residence at which the parent ordinarily lives and sleeps and to which, when absent, the parent intends to return, is within the geographical boundaries of Livingstone Range School Division?

- Yes, this parent is a resident of Livingstone Range School Division.
- No, this parent is not a resident of Livingstone Range School Division.

#### Contact 2 Information

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

- Child resides with this person
- This person is the legal guardian of the student
- This person has custody of the student
- This person is a non-custodial contact for the student

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

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

Contact information of this parent or guardian

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Unlisted

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Is this parent a resident of Livingstone Range School Division as defined by section 273 of the *School Act*, meaning that the residence at which the parent ordinarily lives and sleeps and to which, when absent, the parent intends to return, is within the geographical boundaries of Livingstone Range School Division?

- Yes, this parent is a resident of Livingstone Range School Division.
- No, this parent is not a resident of Livingstone Range School Division.

### Guardianship, Custody or Access Rights

Guardians of the student must be identified to ensure each party's rights are respected. If an order exists affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record.

Please indicate if any such document(s) exist  No  Yes → Please provide a copy for your child's student record.



**Emergency Contacts** (An "emergency contact person" is someone other than the student's parent(s) or guardian(s).)

Name of emergency contact #1 \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Name of emergency contact #2 \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Emergency School Closure Billet** (if your child is a bus student please complete this section)

Name of Emergency Billet: \_\_\_\_\_ This should be someone that lives in the town of the school your child is attending.

Address of Emergency Billet: \_\_\_\_\_

Home Phone # | Cell Phone # | Work Phone #

**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 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**Francophone Education Eligibility Declaration (as required by Alberta Education)**The exercise of Francophone education rights refers to the right of Francophone parents to have their child receive a Francophone education (note: Francophone education is not the same thing as French immersion). Pursuant to 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 conditions applies:

- Either parent's first language learned and still understood is French; **or**
- Either parent has received their primary school education in Canada and in French; **or**
- One or more of the parent's children has received or is receiving primary or secondary instruction in Canada and in French.

A. According to the criteria above, are you eligible to have your child receive a French first language (Francophone) education? (Please place an X in the appropriate box.)

 Yes  No  Don't know

B. If yes, do you wish to exercise your right to have your child received a French first language (Francophone) education?

 Yes  No**If you wish to declare that you are an indigenous person, please specify:** Status Indian/First Nations  Non-Status Indian/First Nations  Métis  InuitFor further information, please refer to: <https://education.alberta.ca/system-supports/results-report> or contact Alberta Education at 780-427-8501.

If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at 403-625-3356.

**Livingstone Range School Division requires the following information for funding purposes:**Residence (Status Indian/First Nations only)  Living on Reserve  Living off Reserve\_\_\_\_\_  
3 digit band #\_\_\_\_\_  
5 digit family #\_\_\_\_\_  
2 digit child #

I believe that the information on this form is complete and accurate, and I will notify the student's school immediately if any information on this form changes; I have read the information below about how the Livingstone Range School Division uses and discloses personal information. I understand that if I reside outside the Livingstone Range School Division boundaries or outside the catchment area of a Livingstone Range School, that the principal of the proposed school will consider the guidelines of board policy 17. It is at the principal's discretion to accept or decline this registration form.

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

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

**(This registration form must be dated and signed by the parent, legal guardian or independent student)**

## Freedom of Information and Protection of Privacy Notice

The information collected on this form as part of the school registration process is personal information as referred to in the *Freedom of Information and Protection of Privacy Act* ("FOIP Act"). This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(c) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. 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 Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

In accordance with its obligations to collect, use and disclose personal information only in accordance with the FOIP Act, Livingstone Range School Division believes the uses of personal information listed below are part of a vital, healthy, and functioning school and participation of all students in these activities is viewed as an important part of a student's education. The following are examples of how personal information may be used for school-related activities and are not intended to be an exhaustive list.

- The use of a student's photograph/image for school-related purposes including report cards, student records, student identification cards, school library cards, school yearbooks, school newsletter, recognition, composites, displays at school or Division buildings, school newsletters, emergency, medical, legal, law enforcement and/or matters related to safety or security.
- The use of the student's name, school, grade, academic information, and/or written material for the school newsletter, yearbook, and/or other school publications.
- The use or disclosure of a student's name, school, grade, and/or academic information for the identification or assignment of classroom or teacher, use for class photos, collection of resources, recognition of birthdays, academic/athletic achievement, or community involvement, honour roll, graduation ceremonies, scholarships, or other school or Division awards.
- The use of a student's name, address, telephone number, grade, school, program, parent's name and related contact information for the provision of transportation services, taking attendance, emergencies, field trips, planning and/or other school-related activities.
- The use of a student's name, school, grade, and/or photo for athletic events, fine arts productions, presentations, fairs, celebrations and/or school sponsored activities.
- The use by the school District personnel of a student's photograph, video tape, audio tape and/or interview by the school District personnel or activities held outside of the school.
- The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the purpose of satisfaction surveys.
- The use of a student's name for individual class, club, team and/or group photos/videos/images taken at school sponsored activities for display in the school.
- The use of a student's photo/video/images taken by Division personnel of classroom or other school sponsored activities held within the school for educational purposes.
- The use of a student's name, photo/image, birth date, parent's name, telephone number, address and any student health and/or relevant personal information to assist authorized individuals in responding to emergency situations relating to safety and security, for law enforcement purposes and other legal requirements, and to assist those who have severe or life-treating medical or other conditions.
- The use of photos and/or videos of classroom activities by media or other organizations, where students are not interviewed or identified by name or photo. Where individual students are identified or interviewed, a separate and specific consent is required.

**Note:** Events that are open to the general public are considered public events. Livingstone Range School Division cannot control or prevent the further distribution or use of photos, videos, images or other personal information by those who attend.

If you have any concerns or questions with respect to the collection or use of personal information, please contact your school principal or:

### Superintendent of Schools

Livingstone Range School Division  
410 – 20<sup>th</sup> Street  
Box 1810  
Fort Macleod, AB T0L 0Z0

Phone: (403) 625-3356  
Toll Free: 1-800-310-6579

Email: [centraloffice@lrsd.ab.ca](mailto:centraloffice@lrsd.ab.ca)



# Parent Consent Form

## 1. Collection, Use, and Disclosure of Personal Information for School/Division Websites and/or the Media

Livingstone Range School Division may have opportunities to promote its students, schools and programming in the school community. Your consent is requested in order to allow photos, videos, audio tapes, or other images or interviews with your child to be used in this way. The media or other organizations may also approach schools or the Division to feature students, schools, or programming within the Division. This may include taking photos, videos, audio-tapes, digital images or interviews that identify your child and/or reproduce their personal information.

*I hereby provide consent to Livingstone Range School Division to photograph, video, interview or audio record my child and to post any personal information herein contained on Division or school websites or social media accounts. I understand that personal information posted on these websites could be copied, altered, or moved to another site by anyone who visits these sites.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student  
(if 18 years or older or an independent student)

*I hereby provide consent to Livingstone Range School Division to permit media and/or other outside organizations to display creative works, to film, photograph, videotape, video conference, or make an audio or digital recording and/or interview my child for non-public events for use outside the school community, while my child is under the supervision of Livingstone Range School Division. I understand that this means that a creative work, photograph, video, video conference, audio or digital recording and/or interview, or likeness of my child may be collected, used, reproduced, and/or broadcast by media or an outside organization.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student  
(if 18 years or older or an independent student)

## 2. Collection, Use, Disclosure of Personal Information to the School Council

*I hereby provide consent to Livingstone Range School Division to disclose to the school council of the school in which my child is enrolled the following information: my name, address, telephone number, and email address for contact purposes, as well as my child's name and grade level. I understand that the role of the school council is to represent parents and engage in activities of the school.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student  
(if 18 years or older or an independent student)

## 3. Copyright Release

*I hereby provide consent to Livingstone Range School Division to use, record, tape, display, or reproduce any artwork, written material or creative work created or authorized by my child through school activities. I understand that this material or creative work may be used by Livingstone Range School Division in school or Division displays, publications, websites, other electronic media and advertising or promotional materials. I understand that my child may be identified as the author or the work by name and by grade.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student  
(if 18 years or older or an independent student)

#### 4. Canada's Anti-Spam Legislation (CASL)

In order to keep parents up-to-date and informed on what's happening in the school and school division, Livingstone Range School Division and its schools, school councils and school foundations would like to send parents electronic communications such as emails, newsletters and automated phone messages that may include information about offers, advertisements, promotions related to school and school board activities such as event tickets, yearbooks, field trips, student photos, transportation fees, school fees, etc. In accordance with Canada's Anti-Spam Law, your consent to receive the electronic communications described above is required. Please note that you may withdraw your consent at any time by contacting Livingstone Range School Division at [hello@lrsd.ab.ca](mailto:hello@lrsd.ab.ca) or (403) 625-3356.

*I hereby give consent to Livingstone Range School Division to receive the electronic communications described above to the email address I have provided in the student registration form or to the email address provided below.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Student  
(if 18 years or older or an independent student)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

#### **Optional permission for 2<sup>nd</sup> email account**

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

### Network Responsible Use Agreement

In order to provide quality education to students in a dynamic learning environment, Livingstone Range School Division provides network resources that support learning for students and staff. "Network resources" refers to all hardware, software, services (e.g., e-mail or Internet) and information resources accessed by authorized users of the Livingstone Range School Division technology network. Having students learn responsible use of the Internet as an educational resource and maximizing its potential as a learning resource, depends on the coordinated effort, involvement and commitment of the student, the school and the parents. One aspect of that commitment is for parents and students to review this Network Responsible Use Agreement and accept its terms and conditions.

#### Student

*I have read and understand the Network Responsible Use Agreement and the Expectations for Students Using Livingstone Range School Division Network Resources and I agree to comply with them. I understand that if I violate these Guidelines, my network privileges may be revoked and may lead to additional discipline. I understand and agree that my computer use may be monitored at any time. I understand that this document will remain in my school file and will be signed in grades 4, 7 and 10, or when I begin as a student of Livingstone Range School Division. I grant permission to issue an account to me and consent to the release of information necessary to establish said account.*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student\*  
(\*students in K-3 are not required to sign)

\_\_\_\_\_  
Student ASN (to be completed by office)

#### Parent or Legal Guardian (if student is under age 18)

*As the parent or guardian of this student, I have read this document and have reviewed it where applicable with my child. I understand and agree that my child's computer use may be monitored at any time. I understand that some materials on the Internet may be objectionable and that my child may manage to access those materials despite the best efforts of Livingstone Range School Division and its staff; therefore, I accept the responsibility for guiding my child and conveying to him or her appropriate standards for selecting, sharing and exploring information and media on the Internet. I understand that this document will remain in my child's school file and will be signed in grades 4, 7 and 10, or if a student is new to Livingstone Range School Division. I hereby grant permission for the school to issue a network account to my child and I grant permission for my child to use LRSD network resources. I certify that the information supplied on this form is correct. I also consent to the release of information necessary to establish said account.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



### **Expectations for Students Using Livingstone Range School Division Network Resources**

Students must follow the following rules when utilizing network resources, on school computers or personal devices, including accessing the Internet or using e-mail. Network use is a privilege, not a right. Failing to follow these rules may lead to losing your privileges.

1. Students will keep their user name and login password private.
2. Student will follow and respect the law and all Livingstone Range School Division policies and rules when using network resources. Students will never use network resources for any illegal activity.
3. Students will not access, download, save, display, send or receive any inappropriate material. Inappropriate material includes anything which is:
  - sexually explicit
  - hateful or discriminatory based on sex, race, religion, origin, sexual orientation, etc.
  - offensive
  - profane or using profane language
  - harassing or intimidating
  - illegal
  - otherwise not appropriate for school
4. Students will not use network resources to bully or harass any person. Bullying is more than just physical – it includes personal attacks, intimidation, gossiping, humiliating, negative comments, threats, harassment and other unkind online activity. These types of behaviours may lead to much more severe discipline under our schools' discipline policy.
5. Students will not vandalize any computer or computer system, or try to break computer security. This includes damaging or infecting any computer hardware, software, network, or information on them, including creating computer viruses. Students will not attempt to access any other students' or staff members' information, or any other "hacking" activity. Students will not attempt to access any website which is blocked.
6. Students will not download music, video, games or any software on school computers, unless specifically allowed for a school project.
7. Students will not use school computers to play games, including Internet games, or access Internet gambling sites.
8. Students will respect the copyright on all material accessed by the Internet and will not illegally download material. Remember that plagiarism is very serious and that materials from the Internet should be cited, just as you would cite other materials. You also agree that you will not illegally copy material protected under copyright law, or make that material available to others for copying, including software, music or video files.
9. Students will follow accepted rules of network etiquette. These include (but are not limited to) the following:
  - Students must be polite. Do not be abusive in your messages to others.
  - Students must use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Students must not reveal personal information about themselves, family members, fellow students, teachers, friend or others over the Internet.

### **Notice to Students and Parents/Guardians**

All Livingstone Range School Division network accounts are the property of Livingstone Range School Division. Files may be inspected and copied and a history of visited sites and utilized services may be searched in the event of suspected violation of this Network Responsible Use Agreement, school rules, or of the policies and regulations of Livingstone Range School Division.