



# St. Mary of the Lake

CATHOLIC SCHOOL

Phone: (780)849-5244

Fax: (780)849-1919

stmaryofthelake.ca

ECS Registration for 20\_\_\_\_\_

This section is to be completed by office personnel only

ASN: \_\_\_\_\_

School ID: \_\_\_\_\_

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

File Requested: \_\_\_\_\_

Classes: \_\_\_\_\_

This registration form is a legal document and therefore the information requested must be accurate and complete. In accordance with *Section 13* of the *School Act* a copy of this form will be placed in the student's record file and kept in a secure, access restricted area. **To be officially registered as a student of St. Mary of the Lake Catholic School, this registration form must be completed and signed by the legal guardian.**

Please notify the school immediately of any changes.

## CITIZENSHIP

Is the student a Canadian Citizen?  Yes  No

If **YES** please provide one of the following to register

Canadian Birth Certificate

Canadian Passport

Indian and Northern Affairs Canada Status Card

Legal Guardianship Papers

If **NO** please provide one of the following to register

Permanent Resident Card

Immigration Papers

Parents Canadian Citizenship documents

Parents Permanent Resident Card or Work/Study Permit

## STUDENT INFORMATION

The Student's legal names must be documented as it is on an acceptable vital statistics document

Legal Last Name:

Legal First Name:

Legal Middle Name(s):

Preferred Last Name:

Preferred First Name:

Registering For Grade:

Gender:  Male  Female

Birthdate: (yyyy/mm/dd)

Home Phone #:

Home Email Address:

## STUDENT'S SCHOOL HISTORY (If applicable)

Previous School Attended:

Telephone #:

Fax #:

Previous School District/Province/Country:

If moving from another Province has this student EVER attended an Alberta school?

If returning to education what was the reason for interruption?



**STUDENT HOME ADDRESS (Legal Land Description Required- P. O. Box NOT acceptable)**

Apt. or Suite#:	Street or Rural Address:	
Town/City:	Province/Territory:	Postal Code:

**STUDENT MAILING ADDRESS (If different from HOME Address)**

Apt./Suite/Box #:	Street or Rural Address:	
Town/City:	Province/Territory:	Postal Code:

**SIBLINGS (Attending this school)**

Name:	Grade:	Birthdate:(yyyy/mm/dd)

**STUDENT'S MEDICAL INFORMATION (This area is voluntary)**

Alberta Health Care #:	Doctor's Name And Number:
Please explain any medical conditions which you wish the school to be aware of?	
Emergency Action Required (If medication is required, please remember to fill out the "Request To Provide Medication Form"):	

**CUSTODY**

In some instances, a child may be the subject of a protective court order (i.e. a restraining order). In other instances, an order or an agreement made pursuant to legislation affecting guardianship rights, custody or access rights to the student may be issued. Where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on the person to provide proof of the claim. *Please ensure that St. Mary of the Lake School has copies of all current orders or agreements addressing guardianship rights, responsibilities, and entitlements, affecting the custody of or access to your child. This copy will be placed in the students file to ensure that each party's rights can be properly respected.*

Please indicate if any such orders or agreements exist for the protection of your child.  Yes  No



**STUDENT RESIDES WITH**

Only fill out this section if the student does not live with a Parent/Legal Guardian

Name:

Relationship to Student:

Cell #:

Work #:

**PARENT/LEGAL GUARDIAN INFORMATION**

Anyone other than a parent registering a child must have a legal court order and must provide this documentation to the principal at the time of registration.

Legal Guardian # 1 Name:

Relationship to Student (circle one): MOTHER FATHER GUARDIAN

Home # (If different from student's):

Cell #:

Work #:

Email:

Complete Home Address (If different from student's):

Mailing Address (If different from home address):

Legal Guardian # 2 Name:

Relationship To Student (circle one): MOTHER FATHER GUARDIAN

Home # (If different from student's):

Cell #:

Work #:

Email:

Complete Home Address (If different from student's):

Mailing Address (If different from home address):

**EMERGENCY CONTACT INFORMATION (Someone other than legal guardian)**

Emergency Contact # 1 Name:

Relationship To Student:

Home Address:

Home #:

Cell #:

Emergency Contact # 2 Name:

Relationship To Student:

Home Address:

Home #:

Cell #:



## ABORIGINAL STATUS

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 Learning, 10155 - 102 Street Edmonton, AB, T5J 4L5, (780)427-8501.

If you wish to declare that your child is an Aboriginal person, please specify:

Status Indian/First Nations

Non-Status Indian/First Nations

Métis

Inuit

Does the student have a status card?  Yes  No

Does the student reside on a reserve?  Yes  No

If yes please provide the Following:

If yes, on which reserve does he/she reside?

Indian Affairs Band: \_\_\_\_\_ Treaty #: \_\_\_\_\_

\_\_\_\_\_

## SECTION 23 ELIGIBILITY (FRANCOPHONE EDUCATION)

According to Section 10 of 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. If any one of the following conditions exists, the student is eligible for French instruction:

- Either parent's mother tongue is French. (French was the first language learned and understood by one of the parent(s))
- Either parent received primary school instruction in French in Canada
- One or more children in the family have received or are receiving primary or secondary school instruction in French in Canada

This does not include French Immersion

Do you claim entitlement to a francophone education under the terms of the Canadian Charter of Rights and Freedoms and the School Act?  Yes  No

If "yes", do you wish to exercise these rights?  Yes  No

## ENGLISH AS A SECOND LANGUAGE

What language is primarily spoken and understood at home?  English  Other (please specify) \_\_\_\_\_

If English is not the primary language, will the student require extra help with the English language?  Yes  No

## SPECIAL EDUCATION

Please explain any specialized learning needs your child may have {Includes: Learning Disabilities, Giftedness, Emotional / Behavioral Needs, Physical / Medical Needs, Reading / Mathematics Difficulties, etc.}

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## FAITH

All of the schools in this district are Catholic Separate Schools, the essential purpose of which is to fully permeate Catholic theology, philosophy, practices and beliefs, the principals of the Gospel and teachings of the Catholic Church, in all aspects of school life, including the curriculum of every subject taught both in 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.

Is your family practicing the Catholic Faith?  Yes  No      If no, please specify Religion, if any: \_\_\_\_\_

Has your child been Baptized Catholic?  Yes  No

Has your child received First Communion?  Yes  No

Has your child been Confirmed?  Yes  No

## DECLARATION BY LEGAL GUARDIAN

I hereby declare that I am the legal guardian referred to in this registration form and that I hereby certify the foregoing information to be true, correct and complete. I have read and I understand the information regarding legal guardianship and have identified all legal guardians for the above-named child. In an emergency, I hereby give the school permission to provide emergency medical treatment as they see appropriate and realize that I may incur costs associated with this treatment such as an ambulance fee.

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

*If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact:*

*Living Waters Catholic Regional Division No. 42 FOIP Coordinator - Mrs. Jo-Anne Lanctot*

*Box 1949*

*Whitecourt, AB T7S 1P6*

*Phone: (780) 778-5666 Fax: (780) 778-2727*

*Email: jo-anne.lanctot@livingwaters.ab.ca*



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY PROVISIONS-SCHOOL ACTIVITIES CONSENT FORM

This personal information is collected pursuant to the provisions of the School Act and its regulations, and pursuant to Section 32 © 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. The FOIP Act requires that parents/guardians be advised of the collection and use of personal information that is not authorized under the School Act. Living Waters Catholic Regional Division No. 42 believes that the activities listed below are part of the normal operation of a school. The following items describe activities where student information may be used. Please read this list of activities carefully and complete the consent by signing in SECTION A or SECTION B.

1. Individual photos that are taken;
2. Photos and/or videos of classroom, school, and team activities that are taken and used in the school calendar, school yearbook or for other purposes within the school, as well as video monitoring used in schools and buses;
3. Student name, photograph, and write-up that are included in school yearbook (if one is produced);
4. Student name and description of activities that are used in the school newsletter and other school communications;
5. Student names that are included in an honor roll listing, birthday recognition listing (including announcement on PA system), student achievement awards, and graduation roll, within the school;
6. Media photographs or videos of classroom, school, and team activities, where individual students cannot be identified, may be taken and used by the media. (Before an individual student is identified by the media, a media consent form will be completed by the parent/guardian).
7. Photographs or videos taken by the media, the division, or any other organization where individual students are identified or instances where students are interviewed. NOTE: Photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not restrict such activity at public events.
8. Student names that are used on artwork, written material, or other items to be displayed in the school;
9. The use of student names, related contact information and phone numbers for classroom reps;
10. The use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards, grants, or scholarships, in the event the board applies on a student's behalf;
11. Student art and/or literary works displayed on the school or division website. NOTE: The full name, address, phone number, or email of the student will never be provided on a school or division website. Students will only be identified by their initials and class.
12. Individual student photographs displayed on the school or division website. NOTE: The full name, address, phone number, or email of the student will never be provided on a school or division website. Students will only be identified by their initials and class.
13. Copyright for artwork or creative writing which will be reproduced for use outside of the school;
14. The circulation of information on a "need to know" basis regarding students who have severe or life threatening medical conditions, and those requiring immunization, communicable disease control, and speech services. (You may be contacted by Alberta Health Services for these);
15. And, other similar activities within the school community.

SECTION A-I have read and understand the uses that will be made of ALL of the personal information as listed and described in the School Activities Consent List and hereby consent to the collection and use of this information as they relate to my child/myself (if independent)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

—OR—

SECTION B-I have read and understand the uses that will be made of the personal information as listed and described in the School Activities Consent List and I hereby consent to the collection and use of this information EXCEPT for the following activities:

- Number: \_\_\_\_\_ Specify concern: \_\_\_\_\_  
 Number: \_\_\_\_\_ Specify concern: \_\_\_\_\_  
 Number: \_\_\_\_\_ Specify concern: \_\_\_\_\_  
 Number: \_\_\_\_\_ Specify concern: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Rules for Responsible Internet Use

St. Mary of the Lake School has provided tech devices such as desktop computers, iPads, and Chrome books with internet access to foster valuable computer knowledge and experience. To ensure student safety, the school has developed a list of rules for responsible internet use that students must follow.

Students must read and sign this form to obtain access to the School Computer Network and the internet.

Parents read this information, discuss it with your child and sign the bottom.

### **Using the computers**

- Students will only access computers with appropriate supervision
- Students will only access the computer system with the login and password given to them and will not share this password with others, including access to Google accounts.
- Students will not access other people's files
- Students will not bring in CDs / thumb drives from outside school and try to use them on the school computers without approval
- Students will not install software / APPS on the school devices
- Students will treat all equipment with respect
- Students will not take / post pictures of others.

### **Using the internet**

- Students will ask permission from the teacher before using technology
- Students will report any unpleasant material to the teacher immediately because this will help protect all students
- Students understand that the school may check computer files and Google accounts and may monitor the internet sites visited
- Students will not give out personal information such as full name, address, name of school, or telephone number, without the teacher's permission.

### **Unacceptable Material**

Because access to the Internet provides connections to other computer systems located all over the world, students (and parents) must understand that neither the Division nor any Division staff member controls the content of the information available on these other systems. Some sites accessible via the Internet may contain pornography, and information related to immoral or illegal activities. The division does not condone the use such materials and does not permit usage of such materials in the school environment. The Division uses Internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate Internet sites. In the event a student inadvertently accesses an inappropriate Internet site, he/she must advise the supervising teacher of the inadvertent access.

Be prepared to be held accountable for your actions and the loss of privileges and/or other disciplinary action if these rules are violated. When applicable, law enforcement agencies may be involved.

Signature of Student: \_\_\_\_\_

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

Signature of Parent/Guardian: \_\_\_\_\_

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