



Student Registration Form

Student Information System (SIS)

This form must be completed for all new students who are registering in a Calgary Board of Education (CBE) school (K-12).

CBE ID #: _____
Program: _____
Full-day Kindergarten: ☐ Yes ☐ No
Address Verified: ☐ Yes ☐ No
Entered by: _____ Date: _____
YYYY/MM/DD

STUDENT INFORMATION (Please print)

DECLARATION OF RESIDENCY

The student named below is a resident of the Calgary Board of Education as defined by the *School Act*. ☐ Yes ☐ No

See **Student Residency** and **Important Information for Parents** on page 4 of this form.

Has the student named below ever registered in a Calgary Board of Education (CBE) school? ☐ Yes ☐ No

If yes, name the last CBE school attended _____

Last Grade
Completed

School Withdrawal Date

CBE Student ID Number

Alberta Education ID Number

YYYY

MM

DD

The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document must be given along with this form in order to register. A photocopy will be placed in the Official Student Record.

Name of official document (specify) _____

Student's Legal Name

Student's AKA Name (name by which the student is commonly known in the family and community)

Birthdate

Surname

AKA Surname

YYYY

MM

DD

First Name

AKA First Name

Middle Name

Gender ☐ Female ☐ Male ☐ Undisclosed ☐ Unspecified

Address

City

Postal Code

Phone Number

☐ Unlisted

☐ Listed

Quadrant of City (please select one)

☐ NW

☐ NE

☐ SW

☐ SE

Residential District

MEDICAL INFORMATION (Note: The CBE is not allowed to collect Alberta Health Care numbers as per the *Health Information Act*.)

If the student's attendance at school may be affected by an existing medical or physical condition, it is your responsibility to complete and submit the Student Health Plan that is available from the school or online at www.cbe.ab.ca.

Does your child have any medical or physical conditions that may affect his/her attendance at school? ☐ Yes ☐ No

If yes, please give a brief description _____

Have you completed the Student Health Plan? ☐ Yes ☐ No

SCHOOL INFORMATION

Name of school at which student is registering

Grade Entering

Start Date

YYYY

MM

DD

Name of last school attended

Reason for leaving last school

Grade Completed

Was the student suspended or expelled from the last school? ☐ Yes ☐ No

If yes, was the suspension resolved? ☐ Yes ☐ No

(If the suspension has not been resolved, CBE staff will refer to Student Services-Suspensions)

If the suspension has been resolved, provide further information.

Address of last school (If outside CBE)

City

Province

Postal Code

Country

Phone number of last school

Fax number of last school

Office Use Only

SIS

Fees

Codes

Request Records

INDEPENDENT STUDENT STATUS

Students 18 years of age and older, or "independent" under the *School Act*:

Any student 18 years of age and older **or** 16 years of age and older **and** considered legally "independent" under CBE policy may complete this form and register in the Calgary Board of Education School District without parental consent. ***Proof of independent status must be presented.***

Are you declaring independent status? ☐ Yes ☐ No ***If yes, please attach proof of independent status.***

PARENT/GUARDIAN INFORMATION

This information must be provided. Please provide a minimum of **TWO** emergency contacts.

1	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Legal Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
	<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian. <input type="checkbox"/> Access		
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number		Business Phone Number	
Cellular Phone Number		Fax Number	
Email			

2	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Legal Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
	<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian. <input type="checkbox"/> Access		
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number		Business Phone Number	
Cellular Phone Number		Fax Number	
Email			

3	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Legal Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
	<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian. <input type="checkbox"/> Access		
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number		Business Phone Number	
Cellular Phone Number		Fax Number	
Email			

4	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Legal Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
	<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody/Guardian. <input type="checkbox"/> Access		
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Name		First Name	
Address			
City	Province	Postal Code	Country
Home Phone Number		Business Phone Number	
Cellular Phone Number		Fax Number	
Email			

CUSTODY OR GUARDIANSHIP INFORMATION

Student PRIMARILY lives with _____ e.g., Mother, Father, Legal Guardian, Stepmother, Stepfather, other (specify)
<i>If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy or the most recent custody document must be placed in the student record.</i>
Name and date of most current legal document _____
NAME _____ YYYY/MM/DD
Attach copy <input type="checkbox"/>

SIBLING INFORMATION (Optional)

The provision of sibling information is optional and is collected for communication purposes.

Do you have other children attending CBE schools? ☐ No ☐ Yes *If yes, please list name(s), school(s) and grade(s)*

Name School Attending	Grade	Name School Attending	Grade
Name School Attending	Grade	Name School Attending	Grade

CHILD CARE PROVIDER (If applicable)

Name			
Phone Number(s)	<input type="checkbox"/> Home	<input type="checkbox"/> Business	<input type="checkbox"/> Cell
Email			

CITIZENSHIP

Is the named student a Canadian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Birth country, <i>if not</i> Canada _____									
Citizenship, if not Canadian <input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Child of a Canadian Citizen Refugee Category _____ <input type="checkbox"/> Child of a lawfully admitted permanent or temporary resident		<input type="checkbox"/> Student Authorization – Study Permit Has your child been assessed by the CBE Admissions Office at Kingsland Centre? <input type="checkbox"/> Yes <input type="checkbox"/> No	Study Permit Expiry Date <table border="1"> <tr> <td>YYYY</td> <td>MM</td> <td>DD</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	YYYY	MM	DD			
YYYY	MM	DD							

ABORIGINAL SELF-IDENTIFICATION

<i>If you wish to declare the student is Aboriginal, please select one:</i>			
<input type="checkbox"/> First Nation (status)	<input type="checkbox"/> First Nation (non-status)	<input type="checkbox"/> Métis	<input type="checkbox"/> Inuit
For further information, please refer to: www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx or contact Alberta Education at 780-427-8501.			
If you have questions regarding the collection of student information by the Calgary Board of Education, please contact the Superintendent of School Improvement at: schoolimprovement@cbe.ab.ca			

ENGLISH AS A SECOND LANGUAGE (ESL) ELIGIBILITY

A student may be eligible for ESL support when the language spoken mainly at home is a language other than English. ESL students can be Canadian born or foreign born.	
Do you think your child would benefit from ESL support? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need assistance with interpretation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Language mainly spoken at home _____	

FRANCOPHONE ELIGIBILITY

The exercise of Francophone eligibility rights refers to instruction in a Francophone school, NOT a French Immersion school. According to the <i>School Act</i> and 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 three conditions exists: <ul style="list-style-type: none"> ▪ Either parent's first language learned and still understood is French, or ▪ Either parent has received their primary school instruction in Canada, in French, or ▪ One or more of the parent's children has received or is receiving primary or secondary instruction in French in Canada
Does your child have Francophone eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, and you wish to exercise your right, please contact the Conseil Scolaire Du Sud de l' Alberta at 403-686-6998. The Alberta Student Records Regulations requires that, if requested, the CBE will provide name, address, birthdate, and parent's name of Section 23 Eligible students to the Francophone School District.

TRANSPORTATION

The Calgary Board of Education will provide subsidized transportation in accordance with CBE policy for students who attend their attendance area school or directed school and who live within the transportation service area. The transportation service area means the designated zone within an attendance area in which the Calgary Board of Education provides subsidized transportation. Bus contracts can be acquired at any CBE school, or online at www.cbe.ab.ca.

DECLARATION

I, the undersigned, hereby represent that I have the legal authority to register the child. I declare the information that I have provided on this form is complete and accurate. **I will notify the school of any changes to the information on this form.** I have also read and understand the "School District Use of Personal Information" section attached to this registration form. A copy of "Important Information for Parents" may be obtained from the school for future reference.

Signature of Custodial Parent / Legal Guardian / Independent Student

Registration Date

YYYY

MM

DD

STUDENT RESIDENCY

A student is considered to be a resident of the Calgary Board of Education if the custodial parent(s) / legal guardian(s) with day-to-day care of the student reside in the City of Calgary and at least one of them is not of the Roman Catholic faith OR if the student is an independent student residing in the City of Calgary and not of the Roman Catholic faith.

IMPORTANT INFORMATION FOR PARENTS

The personal information requested on this form as part of the school registration process is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP), the *School Act* and its regulations, and the Canadian Charter of Rights and Freedoms, Section 23. This information will be used for the establishment of a student record, determination of residency, 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 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, contact and health related information in the event of problems or emergencies. Personal information may also be provided to the Minister of Learning for the purpose of carrying out programs, activities, or policies under his/her administration (e.g., research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of the *FOIP Act*.

OFFICE USE ONLY

<input type="checkbox"/> Non-Resident student accepted until _____							
Student Name			CBE ID #	Alberta Ed ID #	# French Hours	Grade	Home Room
Date records sent for			Bus Eligibility	Data Entry Completed by		Date Completed	
YYYY	MM	DD	<input type="checkbox"/> Yes <input type="checkbox"/> No			YYYY	MM DD
			Bus Number _____				
Copies received of: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Admissions Office Document <input type="checkbox"/> Student Health Plan <input type="checkbox"/> Proof of Citizenship <input type="checkbox"/> Custody or Guardianship <input type="checkbox"/> Proof of Independent Status							

STUDENT REGISTRATION CODES

Code	Description
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REGISTRATION ENTRY STATUS CODES (CHECK ONLY ONE BELOW)

100	Continuous Registration
200	New Registration (ECS) - (01)
310	Transfer In - CBE Jurisdiction
320	Transfer In - Alberta Jurisdiction
320	Transfer In - Calgary Catholic
320	Transfer In - Calgary Charter
320	Transfer In - Calgary Private
320	Transfer In - Virtual School
330	Transfer In - Inside Canada
340	Transfer In - Outside Canada
500	Return to Education
410	Drop-In - CBE Jurisdiction
411	Drop-In - CBE Jurisdiction - Health
412	Drop-In - CBE Jurisdiction - Work
420	Drop-In - Alberta Jurisdiction
421	Drop-In - Alberta Jurisdiction - Health
422	Drop-In - Alberta Jurisdiction - Work
430	Drop-In - Outside Alberta Jurisdiction
431	Drop-In - Outside Alberta - Health
432	Drop-In - Outside Alberta - Work

EXCEPTIONAL STUDENT CODES

ONLY WITH GRANTS PROGRAM - SPECIAL EDUCATION (500)

(EXCEPTIONAL STUDENT TYPES 1 & 2 ARE AVAILABLE)

10	ECS Development Immature
30	Mild/Moderate Disability (ECS)
47	Severe Delay Involving Language
41	Severe Cognitive Disability(ECS)
42	Severe Emotional/Behavioural Disability
43	Severe Multiple Disabilities
44	Severe Physical or Medical Disability
45	Deafness
46	Blindness
51	Mild Cognitive Disability
52	Moderate Cognitive Disability
53	Mild/Moderate Emotional/Behavioural Disability
54	Mild/Moderate Learning Disability
55	Mild/Moderate Hearing Disability
56	Mild/Moderate Visual Disability
57	Mild/Moderate Communication Disability
58	Mild/Moderate Physical or Medical Disability
59	Mild/Moderate Multiple Disability
70	Disabled Adult
80	Gifted and Talented

FRANCOPHONE ELIGIBILITY

(SECTION 23 - CHARTER OF RIGHTS AND FREEDOMS)

A	**Section 23 Information was not collected
B	**Section 23 ineligible (former code was N)
C	**Question was asked but eligibility is not known or not provided
Y	Section 23 Eligible

Code	Description
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ENROLMENT TYPE CODES

(ENROLMENT TYPES 1, 2 AND 3 ARE AVAILABLE)

121	Independent Student
330	Aboriginal Students Paid by Government
331	Aboriginal Learner - Status Indian/First Nation
332	Aboriginal Learner - Non-Status Indian/First Nation
333	Aboriginal Learner - Métis
334	Aboriginal Learner - Inuit
402	Resident - Exchange Outside Alberta but Inside Canada
403	Resident - Exchange Outside Canada
412	Exchange Outside Alberta but Inside Canada
413	Exchange Outside Canada
415	Visiting Outside Alberta but Inside Canada - Non-Funded
416	Visiting Outside Canada - Non-Funded

GRANTS PROGRAM CODE

(PROGRAM TYPES 1, 2 AND 3 ARE AVAILABLE)

110	Attend - Funding to Other
140	Education Services Agreement
211	Alternate French Language Program
230	French as a Second Language
301	Foreign-born ESL Funded
302	ESL Non-Funded
303	Canadian-born ESL Funded
401	Arabic Bilingual
403	Cree Bilingual
404	German Bilingual
405	Hebrew/Yiddish Bilingual
406	Ukrainian Bilingual
407	Polish Bilingual
408	Other Bilingual
409	Spanish Bilingual
410	Chinese Bilingual
412	Blackfoot Bilingual
550	Designated Institutional School (reside & attend)
600	Home Education
610	Home Education Blended Program
611	Home Education Portion of a Blended Program
612	In class Portion of a Blended Program
620	Online Program
630	Outreach Program
640	Refugee Student
710	Knowledge and Employability Courses (formerly IOP)

ESL INITIAL EVALUATION INFORMATION

ACADEMIC CATEGORY	ENGLISH PROFICIENCY LEVEL
> 4 yrs. below age/grade level	ESL Literacy
3-4 yrs. below age/grade level	Beginner
2-3 yrs. below age/grade level	Intermediate 1
1-2 yrs. below age/grade level	Intermediate 2
< 1 year below age/grade level	Advanced
At /approaching age/grade level	No ESL Support
Referral Date	Assessment Date

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Please keep for your records

The Calgary Board of Education (CBE) is authorized and required under the provisions of the *School Act* and its regulations, in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, to collect, use and disclose the personal information necessary to provide an educational program and ensure a safe and secure school environment for students. **Consent is not required for these purposes.**

Personal information means recorded information about an identifiable individual that may include but is not limited to: student name, age, grade, address, phone number, etc. As part of the school's digital citizenship plan, students will be taught to limit, and consider the privacy implications, of sharing their personal information online.

The following are some *examples* of how personal information may be used by the CBE. This list is not intended to be all-inclusive.

- Student records, report cards, attendance
- Photographs or videos (e.g. individual, class, team, club) that feature students and are used within the school
- School newsletters, school websites
- Yearbooks, identification cards, library cards
- Classroom or program assignments and activities
- Assignment of a CBE Gmail account and the use of educational tools such as Google Apps* for Education, which may require student information to log-in
- Parent/guardian contact information for absenteeism, emergencies, etc.
- Transportation services
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Law enforcement and or matters relating to safety and security

* Gmail and G Suite for Education are used to communicate and collaborate electronically using Google Drive, Sites, Groups, Gmail, Calendar, Photos and Keep. All other public and third party apps are not available through GAFE.

Parent/guardian consent is required for student information to be used for purposes beyond educational programming and student safety. See the following forms on the CBE website (www.cbe.ab.ca) for more information:

- Consent for CBE Use of Student Information
- Consent for Use of Student Information by News Media and Outside Groups

Parents and independent students are under no obligation to provide consent by signing these forms. Consent may be withdrawn at any time by notifying the school principal in writing.

If you have any questions about the collection or the intended uses of this information, please contact the school principal.

Please note: *Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), which are open to the public, may be taken by anyone in attendance without prior consent. The CBE cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information. Information posted online may be transmitted to and stored on servers outside the CBE, including locations outside of Alberta and Canada. The CBE cannot guarantee protection of information against possible disclosure resulting from illegal activity or under foreign access laws.*

Frequently Asked Questions

Why is consent required?

The sharing of student personal information in ways that identify the student is governed by the *Freedom of Information and Protection of Privacy Act (FOIP)* and requires CBE to obtain permission under certain circumstances. CBE requires parental 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, Facebook or other social media. This consent is provided on the "Consent for CBE Use of Student Information" form

CBE also requires parental 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 the "Consent for Use of Student Information by News Media and Outside Groups (Third Party)" form.

How long is my consent valid for?

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

What happens if I change my mind regarding consent?

Parental 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, the CBE cannot control or prevent further distribution or use of the material. If you change your mind and wish to provide consent during the school year, it must also 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.

What is Gmail and G Suite for Education?

What is Gmail and G Suite for Education? Gmail and G Suite at CBE provide an online environment for students to collaborate and work in. The following Apps are available for students Google Drive, Sites, Groups, Gmail, Calendar, Photos and Keep. There is no advertising and the information is not made public. Access to Gmail and G Suite for Education accounts and content is only for registered CBE students.

What is digital citizenship in relation to sharing student information?

Digital citizenship is about having the knowledge skills and attitudes needed to demonstrate responsible and respectful behavior when participating in digital environments. This is applicable when students are asked to provide personal information upon logging in to websites or sharing personal information online. All CBE schools are required to have a digital citizenship plan.



Directions for Use of the Student Registration Form

This form is to be completed by independent students OR by the parents or legal guardians of students registering at Calgary Board of Education schools.

1. Prior to registering any student, it must be determined if the student is a resident of the Calgary Board of Education as defined under legislation. There is a space at the top of the Student Registration Form for **the parent/guardian or independent student** to declare this information.

The *School Act* allows a board to set admission priorities where facilities or resources are not sufficient to accept all students wishing to attend a specific school.

If there is space and resource limitations, the non-resident applicant must be informed that their registration cannot be accommodated at that time. Non-resident students, whose registrations are accepted, must be informed in writing regarding the duration of that acceptance.

Residency Considerations:

To qualify as a resident student of the CBE a student must physically reside within the jurisdiction of the Calgary Board of Education (i.e., within the geographical boundaries of the CBE) with their parent(s) or legal guardian, or as an independent student. In addition, the faith of the parent(s) of that student must be non-Catholic.

Out of Calgary Students

If the parents or legal guardians OR the independent status students live outside the geographic boundaries of the Calgary Board of Education, they are not residents of the CBE.

Roman Catholic Students

If the parent(s) or the legal guardian(s) OR the independent status student live within the geographic boundaries of the Calgary Board of Education but are of the Roman Catholic faith, the student is a resident of the Calgary Roman Catholic Separate School Division and not resident of the CBE (*School Act* – Section 44(4))

Francophone Students

If the parent(s) or the legal guardian(s) OR the independent status student live within the geographic boundaries of the Calgary Board of Education and the first language of the parents (or the Independent Student) is French AND they wish to exercise their Section 23 rights, they are residents of the Conseils Scolaires Catholique et Francophones du sud de l'Alberta and not residents of the CBE. If they do not wish to exercise their Section 23 rights, it must still be determined if they are residents of the Calgary Board of Education or the Calgary Roman Catholic Separate School Division.

Dual Residency

If both parents (or legal guardians) have care and custody of a student and each is a resident of a different school district or division and they wish to have the student considered as a resident of the Calgary Board of Education, they must declare that to be the case by checking YES to the Declaration of Residency and signing the Registration Form. *School Act* - Section 44(8))

2. The custodial parents OR legal guardians OR independent student must complete the form and **provide all required documentation**. Please note that full legal name is required. AKA given name may be requested and recorded in SIS.
3. Once the form is completed, review the form and documentation for completeness and accuracy with the person who completed it. Pay particular attention to the declarations and supporting documents regarding residency, date of birth, citizenship, previous suspension or expulsion, custody or guardianship, medical information, aboriginal information, ESL eligibility and francophone eligibility. If medical information is provided, insure that follow-up forms are provided as necessary. Please note that provision of the Alberta Personal Health Care Number cannot be required.
4. Add the student to SIS using Add a Student for Current Year or Add a Student for Next Year, whichever is appropriate. Transfer data to SIS by entering information in the fields as they appear on the registration screens. On the top right hand corner of page 1, record the student's CBE ID # (if new to the Board), the Alternate or Special Education program name (if applicable), and if the student is registering in Kindergarten, whether or not the program is a full-day Kindergarten program.
5. File the registration form and the supporting documents in the student's cumulative file.

Once completed, the Student Registration Form becomes part of the CBE Official Student Record. Official student records may be reviewed by either custodial/access parent and/or legal guardian. If the registering parent/guardian does NOT wish to have their personal information (i.e. home address, work number etc.) shared with the other parent/guardian during a review of the student record, a written request to keep this information private must be provided to the school.