

# 2020-2021 Student Registration Form

## How to Register

1. Please download and complete the attached form. The form may be printed and filled out manually or filled out in Adobe Reader and then printed.
2. Once the form has been completed, please sign and initial the form where indicated.
3. Proof of residency is required to register for school. Please include a copy of a utility bill or other legal document that shows your legal address.
4. Submit your registration form. You may mail or fax your signed application to the school, scan and email your signed application to the school or contact the school to make arrangements to drop off your form in person.

**Please be advised that an intake appointment may be required for new students.**



**Northern Gateway**  
Public Schools

## STUDENT REGISTRATION 2020 – 2021

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

This registration form is a legal document. Before a student can register for school, a Student Registration Form must be completed in and signed by the parent/legal guardian or by the student (if living independently). The student registration form is used to enroll a student who is new to Northern Gateway Public Schools, who is returning to the division, or who is transferring to a school within the division. The registration form is also used annually to record important changes, such as student legal name, legal relationship of parent/guardian to student, health information, independent student status, or self-declaration of Aboriginal ancestry. A student cannot be registered without a copy of a legal document (birth certificate, permanent residency document, Canadian citizenship document, or passport) that provides proof of legal name and age. Please be advised that an intake appointment may be required for new students.

<b>OFFICE USE ONLY</b>	
Student ID # <input style="width: 300px;" type="text"/>	ASN # (9 digits) <input style="width: 300px;" type="text"/>
School <input style="width: 150px;" type="text"/>	Grade <input style="width: 50px;" type="text"/> Room <input style="width: 50px;" type="text"/> Date of Registration (MM/DD/YYYY) <input style="width: 150px;" type="text"/>
A copy of the following is attached: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Residency Document <input type="checkbox"/> Canadian Citizenship Document <input type="checkbox"/> Passport	
If applicable, a copy of the legal guardianship/custody order is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	

STUDENT INFORMATION		Print the student's legal surname (last name) and given name(s) below. These are the names on the student's birth certificate or adoption papers. If the student uses a different first name, there is a space at the end of this section for <i>preferred name</i> .					
Student's Legal Last Name				Date of Birth (MM/DD/YYYY)			
Student's Legal First Name				Grade Level			
Student's Legal Middle Name(s)				Language Spoken at Home (if other than English)			
Student's Preferred First Name				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified			
<b>Student Citizenship or Immigrant Status</b>							
<b>Phone Numbers (with area code)</b>							
Home Phone				Cell Phone			
<b>Siblings</b>							
Last Name		First Name		School			
Last Name		First Name		School			
Last Name		First Name		School			
<b>Town Residence Address</b>							
Unit Number	House Number	Street Name	Street Type	Town	Province	Postal Code	
<b>Rural Legal Land Description</b>							
<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW	Section		Township		Range		<b>W5</b>
Subdivision			Lot		Block		Plan
Rural Address Sign Number							
<b>Mailing Address (if different than student's residence)</b>							
Address or P.O. Box			Town		Province		Postal Code
<b>School History</b>							
Has the student ever registered with NGPS?				Previous NGPS School			
Previous Non-NGPS School Attended		Previous School Phone Number		Previous School District		Previous School Province or Country	
<b>Medical Information (This information could be crucial to the well-being of the student, although we understand this information is optional)</b>							
Are there any serious medical conditions about which you wish the school to be aware? Please indicate below. <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Allergies (please specify) <input type="checkbox"/> Hemophilia <input type="checkbox"/> Heart Condition <input type="checkbox"/> Asthma <input type="checkbox"/> Other (please specify)							AHC Number
Medical Notes (If more space is required, please attach additional notes)							

**Bus Transportation**

Will the student require transportation on a Northern Gateway Public Schools' bus?  Yes  
 Information from this form will be forwarded to the Transportation Department. The Transportation Department will contact the driver, who will call you.  
 For more information regarding transportation, please visit the NGPS website at <https://www.ngps.ca/students-and-parents/busing-and-transportation2>  
**Proof of residency is required i.e. Utility bill. Please attach a copy with your registration form**

**PARENT/GUARDIAN INFORMATION** Please identify each of the legal guardian(s) for the child being enrolled. The legal guardian is the parent or person legally appointed as guardian as defined in the Family Law Act, Corrections Act, Corrections and Conditional Release Act, Young Offenders Act, or Child, Youth, and Family Enhancement Act.

<b>FIRST LEGAL PARENT/GUARDIAN</b>	Relationship to Student				
	Last Name				
	First Name				
	<b>Phone Numbers (with area code)</b>				
	Home Phone		Business Phone		
	Cell Phone		Email Address		
	Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If address is different than the student's, please complete the section below.</span>				
	<b>Town Residence Address</b>				
	Street Address		Town	Province	Postal Code
	<b>Rural Legal Land Description</b>				
		Section	Township	Range	W5
	Subdivision		Lot	Block	Plan
Rural Address Sign Number					
<b>Mailing Address (if different than student's residence)</b>					
Address or P.O. Box		Town	Province	Postal Code	

<b>SECOND LEGAL PARENT/GUARDIAN</b>	Relationship to Student				
	Last Name				
	First Name				
	<b>Phone Numbers (with area code)</b>				
	Home Phone		Business Phone		
	Cell Phone		Email Address		
	Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If address is different than the student's, please complete the section below.</span>				
	<b>Town Residence Address</b>				
	Street Address		Town	Province	Postal Code
	<b>Rural Legal Land Description</b>				
		Section	Township	Range	W5
	Subdivision		Lot	Block	Plan
Rural Address Sign Number					
<b>Mailing Address (if different than student's residence)</b>					
Address or P.O. Box		Town	Province	Postal Code	

**EMERGENCY CONTACTS** An **emergency contact person** is someone who resides in the vicinity of the school, other than the student's parent or guardian, who can be called upon to quickly respond to an emergency situation if the parent or guardian is unavailable.

Emergency Contact #1		Relationship to Student	
Home Phone	Business Phone	Cell Phone	
Emergency Contact #2		Relationship to Student	
Home Phone	Business Phone	Cell Phone	

**Guardianship Rights and Student Protection**

Guardians of the student must be identified to ensure each party's rights are respected. If an order does exist affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record. The court seal must be evident on the order. In rare instances, a child may be designated as "protected" if a court issues a restraining order under the Child Welfare Act, the Divorce Act, the Young Offenders Act or similar legislation.

Does a legal document exist?  Yes  No      Document Expiry Date (MM/DD/YYYY, if applicable)

Type of Legal Document  Access and/or Custody

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 the Division has copies of all current orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child.

Family Circumstances	
Are there family circumstances you wish to share with the school?	If yes, please make an appointment with the principal.

Independent Student Status
The <b>School Act</b> defines an <b>independent student</b> as someone who is (i) 18 years of age or older, or (ii) 16 years of age or older <b>and</b> (a) who is living independently, or (b) who is party to an agreement under Section 57.2 of the Child, Youth, and Family Enhancement Act.
Are you claiming status as an <b>Independent Student</b> under the definition of the <b>School Act</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No

Francophone Rights
According to Section 10 of the <b>School Act</b> and Section 23 of the <b>Canadian Charter of Rights and Freedoms</b> , a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/guardian is a resident of Alberta <b>and</b> French was the first language learned, and is still understood, by at least one parent <b>or</b> one or more of the parents or one or more of their children have received/are receiving instruction in a French First Language Program or school in Canada (this does not include a French Immersion program).
Do you claim entitlement to a <b>Francophone Education</b> under the terms of the <b>School Act</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes, the Student Record Regulation requires Northern Gateway Public Schools to release demographic information about the student and parent to the local Francophone Education Board upon written request from the school jurisdiction.
If <b>yes</b> , do you wish to exercise your right to have your child educated in French? <input type="checkbox"/> Yes <input type="checkbox"/> No
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.

Aboriginal Self-Declaration
If you wish to identify that your child has an Aboriginal ancestry, please specify:
For further information, please refer to <a href="http://www.education.alberta.ca/system-supports/results-reporting">www.education.alberta.ca/system-supports/results-reporting</a> 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 780-778-2800 or 800-262-8674.

Student Treaty Status and Residency	
Does this student have treaty status? <input type="checkbox"/> Yes	Does this student reside on reserve? <input type="checkbox"/> Yes
Indian Registry Number (IRN – ten digit number)	
Name of Reserve	
Complete Address on Reserve	

Digital Citizenship and Technology Use	
As a condition of using Northern Gateway Public Schools network resources, I understand that access to division information resources, including access to internet and cloud-based resources, is a privilege and agree to abide by <a href="#">Administrative Procedure 140 - Digital Citizenship</a> and the regulations identified in the <a href="#">Northern Gateway Digital Citizenship - Technology Use Agreement</a> .	
Please initial to indicate that you have read and understood the policies and regulations identified above.	Initials

Using and Disclosing Personal Information	
Northern Gateway Public Schools recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Access to information is guided by <a href="#">Administrative Procedure 180 - Freedom of Information and Protection of Privacy</a> . Further details can be found in our <a href="#">FOIP and Media Consent</a> document.	
Please initial to indicate that you have read and understood the policies and regulations identified above.	Initials

Media Participation	
While under the supervision of Northern Gateway Public Schools, I hereby give Northern Gateway Public Schools and outside organizations permission to photograph, video tape, audio tape, and/or interview my child. I understand that this means that a photograph(s), video(s), audio tape(s), interview(s), or likeness of my child may be collected, used, reproduced, and broadcast within NGPS and by the outside organization for displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials.	
I hereby give Northern Gateway Public Schools permission to use, publish, display, and copyright any work, written material, or creative work created or authored by my child through school activities. I understand that artwork, written material, or creative work may be used by Northern Gateway Public Schools in division or school displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials. I understand that Northern Gateway Public Schools may make minor edits as deemed appropriate.	
I understand that consent can be revoked at any time by written notification provided to my child's school. Further details can be found in our <a href="#">FOIP and Media Consent</a> document.	
Please initial to indicate that you have read and understood the guidelines explained above.	Initials

## Consent to Post Personal Information

Northern Gateway Public Schools requests consent to post personal information (including but not limited to first name, last name, grade, photographs, video, audio, award recognition, and school related activities) to external websites, social media, media publications (including yearbooks), and promotional materials. **I understand that my signature below indicates my consent.**

I understand that once provided, consent, in whole or in part (e.g. last name or photo, etc.), can be revoked at any time by **written notification** provided to my child's school, acknowledging that although photos/videos will be removed from websites and social media accounts, it may not be possible to remove all traces of personal information from the Internet.

Further details can be found in our [FOIP and Media Consent](#) document.

## Policies and Regulations

If the hyperlinked documents are unavailable for any reason, information related to the sections above is available at your school in paper format. Please ask your school secretary or principal.

## Collection and Use of Personal Information Disclaimer

The information requested on this form is being collected pursuant to the **School Act**, Section 23, A.R. 71/99 and the **FOIPP Act**, Sections 33(c), 39(1)(b), and 40(1)(c). Information acquired through this form is kept secure and access is restricted. In accordance with the Student Record Regulation, this form will be placed in the student's record file.

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact the school or the Northern Gateway Public Schools FOIPP Coordinator at Box 840, 4816 – 49 Avenue, Whitecourt AB T7S 1N9, 780-778-2800 or 1-800-262-8674, fax 780-778-6719.

## DECLARATION

I am the legal guardian or the independent student referred to in this registration form. I have read and understand the information regarding guardianship and I have identified all guardians for this student. I hereby certify the foregoing information to be true, correct, and complete.

First Parent/Guardian Print Name

Signature

Date

Second Parent/Guardian Print Name

Signature

Date



# Hilltop High School

## Request and Authorization to Release Student Records

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 School Last Attended \_\_\_\_\_  
 School Address \_\_\_\_\_ Town \_\_\_\_\_  
 FAX# \_\_\_\_\_ Phone # \_\_\_\_\_  
 Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Date Entered Hilltop High School \_\_\_\_\_

Please forward the cumulative record for the above-named student, including academic history (including any grant coding), assessment information, and any other pertinent information about the student(s), including health (physical/psychological) information necessary to provide appropriate programming, to address on letterhead as soon as possible.

Note that Section 2(1) of the Student Record Regulation for the Province of Alberta stipulates the information required to be included on the student's record. Section 2(6)(b) further permits the release of personal information related to the student where inclusion of the information would "be necessary to ensure the safety of students and staff." Please contact me directly by telephone at (780) 778-2446 to advise if the student is considered to be at-risk or requiring additional supports.

Section 6(1) of the Student Record Regulation provide for the transfer of student records, specifically, "the board from which the student transfers shall, on receipt of a written request from that school, send the student record..." If you have any questions regarding this request, please direct them to Hilltop High School.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_  
 (if available)

Principal's Signature  \_\_\_\_\_





Northern Gateway  
Public Schools

**Student Transportation Registration Form  
2020 - 2021 School Year**

**PLEASE RETURN THIS FORM PROMPTLY TO YOUR SCHOOL  
or email to: transportation@ngps.ca**

Dear Parents:

Please complete one of these forms for **each of your children that are new to the school or are changing school and riding school buses** operated by the Northern Gateway Regional Division No.10. Upon completion, please return the form(s) to your school or to the email address above. Please make sure the legal description of your residence is correct, as this information is necessary for routing the buses. **Proof of address is required with bus registration form, ie: utility bill, property tax notice, rental agreement.** Students who are not registered will **not** receive bus service.

**PLEASE PRINT CLEARLY**

NAME OF PUPIL: \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_ Gender \_\_\_\_\_

ADDRESS: \_\_\_\_\_ (Apt No) BIRTHDATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ (Street)

**Rural Address sign number:** \_\_\_\_\_

Sub-Division Name \_\_\_\_\_ Lot # \_\_\_\_\_

P. O. Box \_\_\_\_\_

Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Contact Name: \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Work Contact Name: \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_

PERTINENT MEDICAL INFORMATION REGARDING YOUR CHILD:

\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Starting Date (am/pm)

(Office Use Only)

BUS NO. \_\_\_\_\_ Driver \_\_\_\_\_ Pick-up Point \_\_\_\_\_

Eligible (n/y) \_\_\_\_\_ Amount Paid \_\_\_\_\_ Pick-up time: \_\_\_\_\_ Drop-off Time: \_\_\_\_\_

**Paid By:** Cash Cheque Visa

Date Moved in \_\_\_\_\_ Date Moved Out \_\_\_\_\_ Pass No \_\_\_\_\_