



# Off-Campus Student Registration Form

## Instructions

Complete this form as part of the application process. Print the form to sign and date. Scan the signed form and email it to [CLS-SIS-OC@cbe.ab.ca](mailto:CLS-SIS-OC@cbe.ab.ca).

## Student Information

CBE Student ID Number (if known) \_\_\_\_\_ Alberta Education Number (if known) \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Preferred Last Name \_\_\_\_\_

Legal First Name \_\_\_\_\_ Preferred First Name \_\_\_\_\_

Legal Middle Name \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_

Note: Legal name must match the name on your legal document. Student's preferred name is a name by which the student is commonly known in the family and community.

Birth Date (MM/DD/YYYY) \_\_\_\_\_ Gender  Female  Male  Unspecified

Apt/Suite # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Preferred Phone \_\_\_\_\_

## Emergency Contacts (at least one is required)

1) Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

2) Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## Student Citizenship

Canadian Citizen  Permanent Resident  Convention Refugee/Protected Person

Refugee Protection Claimant  Other Temporary Resident  International Student

Birth Country \_\_\_\_\_ Home Language \_\_\_\_\_



## Legal Documentation

Legal documents **must be presented** each term before registration can be confirmed. For further information, refer to [tinyurl.com/Chinook-Legal-Documents](http://tinyurl.com/Chinook-Legal-Documents)

## Francophone Eligibility

The exercise of Francophone eligibility rights refers to instruction in a Francophone school, NOT a French Immersion school. According to the Education Act 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:

- either parent’s first language learned and still understood is French;
- 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.

Do you have Francophone eligibility? Yes No

If **yes**, and you wish to exercise your right, please contact the Conseil Scolaire FrancoSud at 403-686-6998. The Alberta Student Records Regulations requires that, if requested, The Calgary Board of Education provide the name, address, date of birth and gender of Section 23 eligible students to the Francophone School District.

## Indigenous Self-Identification (optional)

If you wish to declare yourself as Indigenous, please select one:

First Nation (status)      First Nation (non-status)      Métis      Inuit

For further information, refer to [alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx](http://alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx) or contact Alberta Education at 780-427-8501 (dial 310-0000 first to be connected toll-free from anywhere in Alberta).

If you have questions regarding the collection of student information by the school board, please contact The Calgary Board of Education’s Education Director in care of the Indigenous Education Team at [IndigenousEducation@cbe.ab.ca](mailto:IndigenousEducation@cbe.ab.ca).

## School Status

Current or most recent high school attended \_\_\_\_\_ Grade Completed \_\_\_\_\_

Calgary Board of Education	Calgary Catholic School District	Other Calgary School
Outside Calgary	Outside Alberta	Outside Canada

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



Legal Guardian 1

Complete this section for students under 18 years of age at the time of registration.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Apt/Suite # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email \_\_\_\_\_

Legal Guardian 2

Complete this section for students under 18 years of age at the time of registration.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Apt/Suite # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email \_\_\_\_\_

Note: If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy of the most recent custody document must be placed in the student record.

Medical Information

Does the student have any medical or physical conditions that may affect his/her attendance at school?

Yes No

If yes, email a copy of the Calgary Board of Education Student Health Emergency Response Protocol form (found at: tinyurl.com/cbe-shep) to ChinookRegistration@cbe.ab.ca.

Declaration

I, the undersigned, hereby represent that I have the legal authority to register the student identified on this form. 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.

Signature of Legal Guardian / Independent Student

Registration Date (MM/DD/YYYY)



## **Protection of Privacy**

The personal information requested on this form is collected under the authority of Alberta's *Protection of Privacy Act* (POPA), The Education Act and its regulations, and the *Canadian Charter of Rights and Freedoms*, Section 23. This information will be used for the maintenance of the student's official student record, 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 any 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, and 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 their administration (e.g., research, statistical analysis). Personal information may be input into automated systems for processing and management purposes. It will be treated in accordance with the privacy protection provisions of POPA. If you have any questions about this collection of information, please contact your school principal.

## **Release of Information Form**

Releasing educational information to people outside of the education system such as parents / legal guardians, doctors, lawyers, nurses, private psychologists, hospitals or other individuals as identified by the independent student, is not a requirement of registration or enrollment. It is only done when this information is needed to provide an effective educational program for the independent student. Student personal information can only be released with the independent student's informed consent (agreement). If an independent student has a need to release their educational information (e.g., student record, assessments, programs), certificated school personnel must explain the form and what giving consent entails before the independent student can be given the form to complete.

Please contact Chinook Learning Services if you wish to complete the form to give permission to The Calgary Board of Education to release your educational information to people outside of the education system.