

# Student Registration Form

In Person Classes ☐

Online Classes (Virtual School) ☐

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

Date of Registration: \_\_\_\_\_

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

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)  
☐ Unknown

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.

### Citizenship

- ☐ Canadian Citizen
- ☐ Permanent landed immigrant/resident
- ☐ Student Study Permit or Visitor Record
- ☐ Child of individual lawfully admitted to Canada for permanent or temporary residence.

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.

### Verification of legal name and birthdate

- ☐ Birth Certificate
- ☐ Passport
- ☐ Adoption Certificate
- ☐ Treaty Card

Please provide the school with a copy of the document you selected above.

## 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

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

## Legal 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** (When LRSD Buses are unable to transport your child home (ie. flood, fire, severe conditions) and parents are unable to pick the child up, a billet is required who lives within the town of the school your child attends. The child would be picked up by the individual named on this form.)

Name of Emergency Billet: \_\_\_\_\_

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 ☐ Inuit

For further information please 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: \_\_\_\_\_



## 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: [hello@lrsd.ab.ca](mailto:hello@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@lrzd.ab.ca](mailto:hello@lrzd.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

This Responsible Use Agreement outlines the expectations for the use of Information and Communication Technology (ICT) resources provided by the Livingstone Range School Division. Your access to and use of technology resources signifies your agreement with the terms and conditions set forth in this document.

Technology resources include but are not limited to:

- School computers, laptops, tablets, and other electronic devices
- School network and internet access
- School-provided software applications
- Online learning platforms and educational resources
- School email accounts

### Student

*I have read and understand the Responsible Use Agreement and the Expectations for Students Using LRSD Network Resources and I agree to comply with them. I understand that if I violate these Guidelines, my technology 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 LRSD. 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 LRSD 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 LRSD. 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 technology 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.*

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Signature of Parent/Legal Guardian

---

Date

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

Students must follow the following rules when utilizing Technology resources, on school computers or personal devices, including accessing the Internet or using e-mail. Failing to follow these rules may lead to losing your technology privileges.

1. Students will keep their network user name and login password private.
2. Students will follow and respect the law and all Livingstone Range School Division policies and rules when using network resources.
3. Students will never use network resources for any illegal activity.
4. Students will not intentionally access, download, save, display, send or intentionally 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
5. Students will not use technology resources to bully or harass any person. These types of behaviours may lead to disciplinary action.
6. Students will not vandalize any computer or computer system, or try to break computer security. This includes intentionally damaging or infecting any computer hardware, software, network, or information on them, including creating computer viruses.
7. Students will not attempt to access the information of any other student, without proper authorization.
8. Students will not attempt to bypass security measures or gain unauthorized access to systems.
9. Students will not use school computers to access Internet gambling sites.
10. Students will respect the copyright on all material accessed by the Internet and will not illegally download material.
11. Students will not intentionally copy material protected under copyright law, or make that material available to others for copying, including software, music or video files
12. Students will not download music, video or games on school computers, unless specifically related to their work as an employee of the Division.
13. Students are prohibited from accessing, collecting, or sharing personal information of others without proper authorization.

**Student Use of Personal Mobile Devices Divisions 1, 2 and 3 (Kindergarten to Grade 9)**

Students shall not access a personal mobile devices at school unless the limited use is for:

- an approved diagnosed health or medical reasons; or
- an approved identified inclusive-educational need.
- Personal mobile devices brought to school for a diagnosed health or medical reasons or an identified inclusive-educational need shall be stored according to the school Personal Mobile Device plan when not required.
- Students shall not have access to a personal mobile devices during break periods—for example, recess and lunch breaks.

**Student Use of Personal Mobile Devices Divisions 4 (Grade 10-12)**

Students may not access a personal mobile device during instructional time unless given permission by the teacher for a specific educational task or purpose.

Personal mobile devices shall not be on the student unless the limited use is for:

- an approved diagnosed health or medical reasons; or
- an approved identified inclusive-educational need.

Students shall have access to a personal mobile devices during break periods only—for example, recess, lass breaks, lunch breaks and spares.

Students will only use personal mobile devices at school for defined educational and work purposes or during scheduled break and lunch periods. In the event a personal mobile device is necessary, it shall be carried on silent mode or vibrate mode.

**Student General Expectation of mobile devices**

Personal mobile devices are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.

Sharing and recording audio, videos and/or photos without explicit consent is prohibited, with the exception of photos and recordings made at public events located on school property.

Students bring personal mobile devices to school at their own risk. The security and storage of these items is the sole responsibility of the owner and user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of personal mobile devices. Owners and users of personal mobile devices who bring and use their devices in contravention of this policy are accepting the risk that their devices may be confiscated.

**Social Media**

Social media use is strictly prohibited during instructional time (including classes, assemblies, field trips).

Children and Students may not access social media on school networks or on school devices

During designated breaks (lunch, recess) social media use may be permitted at the discretion of the school principal, with clear guidelines in place to promote responsible use (e.g., no cyberbullying, respecting privacy).

Schools may establish designated social media-free zones within the school building.

**Notice to Students and Parents/Guardians**

All LRSD network accounts are the property of LRSD. 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 Responsible Use Agreement, school rules, or of the policies and regulations of LRSD.