

## STUDENT REGISTRATION

### Background:

The Division provides education programming for resident students who are between six and 19 years of age, according to the guidelines that follow. Additionally, the Division provides Early Childhood Services for students younger than six years of age.

### Definitions:

#### Designated School:

is the school to which a student is assigned as indicated by the Division's current [boundary maps](#).

#### Non-Resident Student:

is an individual whose parents reside outside the geographic boundaries of the Division; or someone whose parents reside within the boundaries of, and are of the same faith as, the separate school district (Roman Catholic), as determined under section 44 of the *Education Act*.

#### Resident Student:

is an individual who is entitled to have access to an education program under section 3 of the *Education Act* and whose parents reside within the geographic boundaries of the Division, as determined under section 4 of the *Education Act*.

### Procedures:

1. Parents or guardians shall complete an electronic New Student Registration Form available from the Division website. The electronic signature of one parent or guardian is required on the form.
2. In order to register a student, parents or guardians must provide the following information:
  - 2.1. Proof of the child's age and legal name. One of the following documents will be accepted:
    - 2.1.1. Birth certificate
    - 2.1.2. Adoption certificate
    - 2.1.3. Student authorization visa
    - 2.1.4. Canadian passport, citizenship paper or permanent landed immigrant/residence documentation.
  - 2.2. Proof of residence. Acceptable documents include a driver's licence, vehicle registration, lease agreement, accepted offer to purchase and/or construction contract with the completion date before or during the new school year.
3. Alberta Education requires the child's age and legal name be verified as part of the registration process. Generally, school staff shall take a copy of the birth certificate to keep within the Student Record, which enables the Division to meet Alberta Education auditing requirements.

- 3.1. If the parents or guardians do not have the birth certificate with them at the time of registration, they may sign a [Temporary Declaration of Name/Age Form](#) (Form 320-1) during registration and commit to bringing in the birth certificate for school personnel to copy at a later date as identified on the form. The form is kept on file in the Student Record until a copy of the birth certificate replaces it.
- 3.2. If the parents or guardians refuse to allow school personnel to take a copy of the birth certificate to keep on the Student Record, they must provide it to school personnel to review and verify the child's name and age. When reviewing the birth certificate, school personnel shall complete a [Verification of Legal Name and Age Form](#) (Form 320-3) confirming they have verified the child's name and age. The completed form is kept on file in the Student Record in place of a copy of the birth certificate. When no birth certificate copy is provided, the form is required to ensure the Division can meet Alberta Education auditing requirements.
4. Students have the right to be addressed by a name and pronoun that corresponds to their consistently asserted gender identity. To be addressed as such does not necessarily require legal documentation, but there are considerations the student should know. These are referenced in the [EIPS Guidelines for Creating Learning Environments that Respect Transgender Students](#) (Appendix 304-A). A student may:
  - 4.1. request use of a chosen or preferred name;
  - 4.2. request an Also Known As (AKA) name is entered into PowerSchool; or
  - 4.3. legally change their name.
5. If parents or guardians wish to register their child at a school other than the student's designated school, they must indicate this preference on the New Student Registration Form or annual Returning Student Registration Form, as applicable. The electronic signature of one parent or guardian is required on the forms.
6. The Division shall register a non-resident student only if there are sufficient resources and facilities to accommodate the student.

**Reference:**

Section 3, 4, 44 *Education Act*

Guidelines for Best Practices: Creating Learning Environments that Respect Diverse Sexual Orientation, Gender Identities and Gender Expressions

[Appendix 304-A: Guidelines for Creating Learning Environments that Respect Transgender Students](#)