

Northern Gateway Public Schools
2023-24 STUDENT REGISTRATION FORM

Registration Checklist:

- ☐ Please download and complete the attached form. The form may be printed, completed and signed manually, or completed and signed digitally in Adobe Reader.
- ☐ Once the form has been completed, please sign and initial the form where indicated.
- ☐ **Proof of residence** is required to register for school. Parents will be required to provide a copy of their legal address to the school. Proof of residence can be verified with any bill or agreement that proves that this location is the student's legal home address (blue or green sign number) or street address. It can be in the form of a tax notice, lease agreement or a power or cable bill.
- ☐ **Legal proof of a student's name and age** is required to register for school. Proof of name and age can be provided via a copy of a birth certificate, permanent residency document, Canadian citizenship document or passport.
- ☐ If you require bus transportation please apply online at ngps.ca, [Busing and Transportation](#).
- ☐ Submit your registration form including: completed, signed application, proof of residence, and proof of student's name and age to the school. Email, mail or fax your signed application and proof documents to the school, or contact the school to make arrangements to drop off your form in person.

Intake Appointments:

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

STUDENT REGISTRATION 2023-24

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

This registration form is a legal document. Before a student can be registered by a school, a student registration form must be completed in its entirety 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. 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.

OFFICE USE ONLY

Student ID # ASN # (9 digits)

School Grade Room Date of Registration (MM/DD/YYYY)

A copy of the following is attached: ☐ Birth Certificate ☐ Residency Document ☐ Canadian Citizenship Document ☐ Passport

If applicable, a copy of the legal guardianship/custody order is attached: ☐ Yes ☐ 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 ☐ Male ☐ Female ☐ Unspecified			
Student Citizenship or Immigrant Status					
☐ Canadian Citizen ☐ Child of Canadian Citizen ☐ Child of individual lawfully permitted to Canada for permanent or temporary residence ☐ Lawfully admitted to Canada for permanent residence ☐ International student (parent/guardian residing in another country)					
Phone Numbers (with area code)					
Home Phone			Cell Phone		
Siblings					
Last Name		First Name		School	Age
Last Name		First Name		School	Age
Last Name		First Name		School	Age
Town Residence Address (Proof of Residence required)					
Unit Number	House Number	Street Name	Street Type	Town	Province
Postal Code					
Rural Legal Land Description (Proof of Residence required)					
☐ NE ☐ NW	Section	Township	Range	W5	
☐ SE ☐ SW					
Subdivision		Lot	Block	Plan	
Rural Address Sign Number					
Mailing Address (if different than student's residence)					
Address or P.O. Box			Town	Province	Postal Code
School History					
Has the student ever registered with NGPS? ☐ Yes ☐ No			Previous NGPS School		
Previous Non-NGPS School Attended	Previous School Phone Number	Previous School District	Previous School Province or Country		
Medical Information (This information could be crucial to the well-being of the student, although we understand this information is optional)					
Are there any serious medical conditions about which you wish the school to be aware? Please indicate below. ☐ Diabetes ☐ Epilepsy ☐ Allergies (please specify) ☐ Hemophilia ☐ Heart Condition ☐ Asthma ☐ 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 ☐ No For information on student transportation and/or to apply for busing please visit ngps.ca , Busing and Transportation or contact the Transportation Department at transportation@ngps.ca or 1-888-785-3396. Proof of Residence is required, i.e. utility bill.					
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 <i>Family Law Act</i> , <i>Corrections Act</i> , <i>Corrections and Conditional Release Act</i> , <i>Young Offenders Act</i> , or <i>Child, Youth, and Family Enhancement Act</i> .			
FIRST LEGAL PARENT/GUARDIAN	Relationship to Student				
	Last Name				
	First Name			Mr., Mrs., Ms., Dr., etc.	
	Phone Numbers (with area code)				
	Home Phone		Business Phone		
	Cell Phone		Email Address		
	Does the student reside with this individual? ☐ Yes ☐ No If address is different than the student's, please complete the section below.				
	Town Residence Address				
	Street Address		Town	Province	Postal Code
	Rural Legal Land Description				
	☐ NE ☐ NW ☐ SE ☐ SW	Section	Township	Range	W5
	Subdivision		Lot	Block	Plan
Rural Address Sign Number					
Mailing Address (if different than student's residence)					
Address or P.O. Box		Town	Province	Postal Code	
SECOND LEGAL PARENT/GUARDIAN	Relationship to Student				
	Last Name				
	First Name			Mr., Mrs., Ms., Dr., etc.	
	Phone Numbers (with area code)				
	Home Phone		Business Phone		
	Cell Phone		Email Address		
	Does the student reside with this individual? ☐ Yes ☐ No If address is different than the student's, please complete the section below.				
	Town Residence Address				
	Street Address		Town	Province	Postal Code
	Rural Legal Land Description				
	☐ NE ☐ NW ☐ SE ☐ SW	Section	Township	Range	W5
	Subdivision		Lot	Block	Plan
Rural Address Sign Number					
Mailing Address (if different than student's residence)					
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 <i>Child Welfare Act</i> , <i>Divorce Act</i> , <i>Young Offenders Act</i> 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 ☐ Parenting ☐ Guardianship ☐ Protection					
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? ☐ Yes ☐ No If yes, please make an appointment with the principal.	
Independent Student Status	
The <i>School Act</i> 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 party to an agreement under Section 57.2 of the <i>Child, Youth, and Family Enhancement Act</i> .	
Are you claiming status as an Independent Student under the definition of the <i>School Act</i> ? ☐ Yes ☐ No	
Francophone Rights	
According to Section 10 of the <i>School Act</i> and Section 23 of the Canadian Charter of Rights and Freedoms , 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 and French was the first language learned, and is still understood, by at least one parent or 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 Francophone Education under the terms of the <i>School Act</i> ? ☐ Yes ☐ 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 yes , do you wish to exercise your right to have your child educated in French? ☐ Yes ☐ 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.	
Indigenous Self-Declaration	
If you wish to identify that your child has First Nations, Métis or Inuit ancestry, please specify:	
☐ Status/First Nations ☐ Non-Status/First Nations ☐ Métis ☐ Inuit	
For further information, please refer to Alberta's First Nations, Métis or Inuit Student Self-Identification 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 Deputy Superintendent at 780-778-2800 or 1-800-262-8674.	
Student Treaty Status and Residency	
Does this student have treaty status? ☐ Yes ☐ No Does this student reside on reserve? ☐ Yes ☐ No	
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 Administrative Procedure 640 – Responsible Use of Technology and the regulations identified in the Technology Use Agreement .	
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 <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> . Access to information is guided by Administrative Procedure 564 - Freedom of Information and Protection of Privacy . Further details can be found in our FOIP and Media Consent 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 FOIP and Media Consent 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.

Signature

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 *Freedom of Information and Protection of Privacy (FOIP) 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 Northern Gateway Public Schools' FOIP Coordinator at 1-800-262-8674.

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

Percy Baxter School



Parental Informed Consent/Permission Form For Field Trips and Excursions

Percy Baxter School will endeavor to enhance and complement our health and physical education programs by taking our homeroom and Phys. Ed. Students on walks around the school community on sidewalks. These walks will be dependent on weather and time constraints.

This form must be read and signed by **every student** who wishes to participate and by a **parent or guardian** of the participating student.

Safety Elements:

Educational activity programs require attention to safety. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of safety concerns related to the trip noted above.

1. Minor injuries related to walking could occur I.E. sprains.

Such concerns result from the nature of the activity and can occur without fault of either the student or the school board, its employees/agents of the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

Note: The chance of an injury occurring can be greatly reduced by carefully following instructions at all times during the activity.

Acknowledgement:

We have read the above, and by signing below, acknowledge that by participating in the activity described above we are assuming the risks associated with doing so.

Permission:

I give my child _____ permission to participate in the above
(Name of Student)
described activity.

Signature of Parent/Guardian: _____ Date: _____

Signature of Student: _____ Date: _____

Parents: please sign and return this form to your child's school.

TECHNOLOGY USER AGREEMENT

Digital Citizenship

Northern Gateway Public Schools offers its students many opportunities to use technology during the course of their education.

Accessing wireless technology using all types of devices throughout the school allows students to use the internet as a tool to develop skills as critical thinkers and problem solvers. Northern Gateway Public Schools provides technology resources which includes, but is not limited to, internet access on school and personally owned devices, e-mail accounts, installed software, personal file storage, cloud file storage and all hardware attached to the network.

Through the Northern Gateway Public Schools locally controlled Google Apps for Education (GAFE) network, students will have the opportunity to email, share, create and collaborate with other students and teachers in the division from any web enabled device. Students will be assigned an account via a login and an email address. At all times, this account (password, email, data and document storage) may be accessed and managed by Division personnel. This account is housed on Google servers. This server space is controlled by Northern Gateway personnel and is not accessed by Google personnel or scanned for advertising purposes. It is scanned by virus scanners to ensure the safety and integrity of the files. This GAFE account provides opportunities for students and teachers to develop digital literacy competencies within the safety of a Division managed email, document and collaboration system.

We believe that technology access is vital to a student's education. With this right comes the responsibility to use these tools, including student owned devices, in an ethical, efficient, courteous, and legal manner. Acceptable uses of technology are devoted to activities that support teaching and learning. Students are responsible for good behaviour just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Students will not overuse or maliciously attack network resources such as, but not limited to, storage space and bandwidth. Access is vital to all students so fair, thoughtful use is encouraged.

Communication with others should always be school related. Students should never say anything online that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

Further parameters regarding the use of technology can be found in Northern Gateway Public Schools [Administrative Procedure 140 - Digital Citizenship](#).

I agree to follow the conditions of this Digital Citizenship - Technology Use Agreement.

Student Name (Print): _____

Date: _____

Student Signature: _____



Permission to Leave the School Grounds over the Lunch Period

Dear Parents and Guardians:

At Percy Baxter Middle School, we take the safety of our students and good relationships with our community very seriously.

Percy Baxter Middle School runs a CLOSED CAMPUS. This means that all students are required to remain on the school grounds throughout the day. If you would like your son or daughter to go home for lunch regularly, you will need to sign the form below and return it to the school office. A pass will be issued allowing your child to leave the school over the lunch period to go to their own home. Special arrangements can be made for a particular day with a note to the office signed and dated by you.

Under no circumstances are students permitted to congregate in the surrounding neighborhood, stores or restaurants.

As a parent, of course, you may sign your child out at the office for lunch at any time.

Sincerely,

Mr. D. Turcotte
Principal

Mrs. B. Sorensen
Assistant Principal

Mrs. B. Rawluk
Assistant Principal

My son or daughter will be going home for lunch on a regular basis.

Student's name: _____ Grade: _____

Parent's Signature: _____ Date: _____

Address: _____

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 Percy Baxter 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) 778-3898 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 Mr. David Turcotte, Principal.

Parent's Signature: _____ Date _____

Principal's Signature: David Turcotte Date _____