



This form is a legal document. It must be completed in its entirety by a legal guardian or parent for each Kindergarten to grade 12 student registering in a school in The Calgary Board of Education. The information for each legal guardian, including custodial parents, must be included on this form. The Declaration must be signed in front of school personnel. Please bring (government issued) photo identification. You may be asked to provide documentation confirming guardianship. Please print.

Dependent Student

Legal Last Name: _____ Current Grade: _____ Grade Entering: _____
Legal First Name: _____ CBE Student ID Number (if known): _____
Legal Middle Name: _____ Alberta Education ID Number (if known): _____

Resident / Non-Resident of The Calgary Board of Education (CBE)

Under the Education Act, a student is considered a resident of CBE if at least one of the legal guardians / parents with day-to-day care of the student resides in the boundaries of CBE and at least one of them is NOT of the Roman Catholic faith. For more information, refer to Boundaries of CBE at the end of this document. For non-resident children under the age of 6, refer to Early Childhood Services at the end of this document.

By signing below, I declare that (check one):

- all legal guardians / parents do not reside within CBE boundaries
at least one legal guardian / parent reside within CBE boundaries

and (check one):

- all legal guardians / parents are of the Roman Catholic faith
at least one of the legal guardians / parents is not of the Roman Catholic faith

Print Legal Guardian / Parent Name Signature Legal Guardian / Parent Date (MM/DD/YYYY)

Student Name and Address

For acceptable identification, refer to Proof of Age, Legal Name and Citizenship at the end of this document.

Preferred Last Name: _____ Preferred First Name: _____

Birth Date: MM / DD / YYYY Gender: Female Male Unspecified

Student Mobile Phone (only high school students): - -

Student Personal Email Address for Alberta myPass (students 13 or older): _____

Provide the address of the legal guardian / parent where the student lives full time. If the student lives with legal guardians that do not live together, the legal guardians must choose one address to use as the primary student residence. Also provide a mailing address, if different from the home address.

Home Address: Apt / Suite #: _____ Mailing Address: Apt / Suite #: _____
Street: _____ City: _____
Province: _____ Postal Code: _____
Home Community (in Calgary): _____

Office Use Only

Name of School: _____ Program: _____ Lottery/Draw: Yes No
Expected Start Date (MM/DD/YYYY): _____ Kindergarten: Full Day (FD) FD Alternating Half Day
Proof of Address Document: _____ Proof of Age & Legal Name Verified: Yes No
Entered by: _____ Date Entered (MM/DD/YYYY): _____ Resident of CBE: Yes No

Student Citizenship

Birth Country: _____ Primary Language Spoken at Home: _____

All Languages Spoken in the Home: _____

Student is a Canadian Citizen: Yes No

If Canadian Citizen, name of Canadian document (e.g., birth certificate, passport, Canadian Citizenship Certificate):

If **not** Canadian Citizen, name of document (e.g., Permanent Resident, Refugee Claimant, Temporary Resident, Child of Canadian Citizen, Child of a lawfully admitted permanent or temporary resident):

Effective Date of Document: _____ / _____ / _____
MM DD YYYY

Expiry Date of Document: _____ / _____ / _____
MM DD YYYY

Student Medical Information

If the student's attendance at school may be affected by an existing medical or physical condition, it is your responsibility to complete and submit the *Student Health Plan* form to the school.

Does the student have any medical or physical conditions that may affect their attendance at school? Yes No

Does the student have any life-threatening allergies? Yes No

If **yes** to either of the above questions, give a brief description:

Has the *Student Health Plan* form been completed and submitted to the school? Yes No

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.

Does your child 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 as well as the name, address and telephone number of the student's parent.

Indigenous Self-Identification (optional)

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

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

For further information, refer to <https://www.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.

Previous School Information

Has the student ever registered in a school in The Calgary Board of Education (CBE)? Yes No

If **yes**, provide:

Name of CBE School: _____

Grade Completed: _____ Withdrawal Date (MM/DD/YYYY): _____

Has the student attended school elsewhere (including with an Early Childhood provider)? Yes No

If **yes**, provide:

Name of the Last School Attended: _____

Name of School Contact: _____

Grade Completed: _____ Withdrawal Date (MM/DD/YYYY): _____

Reason for Leaving: _____

Address of School: _____

School Phone: _____ School Fax: _____

Student Learning Needs

Has the student ever had an Individual Program Plan (IPP), Individual Education Plan (IEP) or a learning, medical or mental health assessment that has provided recommendations to support the student's learning? Yes No

If **yes**, provide the school with the learning, medical or mental health assessment document (e.g., psycho-educational assessment, physician letter).

If **yes** and from **inside Alberta**, provide a description and if known, the Alberta Education special education code(s).

If **yes** and from **outside Alberta**, provide a description and if known, the special education code(s).

Has the student ever been in a special education program/class or unique setting in CBE or elsewhere? Yes No

If **yes**, provide the name of the program/class or setting, and if not from CBE, provide a description.

Are there any language needs or other unique learning needs we should know in order to support the student's learning?

Legal Guardians / Parents / Others

If there is more than one Legal Guardian, include the information for each guardian on this form whether the guardians live together or not.

A legal guardian may be a parent or other person who is legally responsible for the well-being of the child and makes important decisions for the child. Legal guardian is defined in section 1(1)(2) of the *Education Act*.

For more information, refer to the **Relationship and Custody and Guardianship Documents** at the end of this document.

Set the phone preferences using the 'Call Order'. Select 1 for the preferred phone number.

Please provide a minimum of TWO emergency contacts. They may be legal guardians, non-legal guardians or a combination of both.

A description of the **Release of Information Form** referred to in the NOT Legal Guardian / Others section is at the end of this document.

Legal Guardian

First Name: _____ Last Name: _____

Relationship to Student: _____ Language interpretation requested: Yes No

Lives with Student: Yes No Same Address as Student: Yes No

Emergency Contact: Yes No Contact Order (assign a priority level): 1st 2nd 3rd 4th 5th 6th

Legal Guardians / Parents Live Together: Yes No If **yes**, skip to Home Phone.

Custody: Sole Custody / Parenting Joint / Shared Custody / Parenting Delegation of Authority Decision Making

Court Order: Yes No If **yes**, a copy must be provided for the student record.

Emergency Protection Order: Yes No If **yes**, a copy must be provided for the student record.

If there are **no** court documents, a brief written summary of the current family status is required:

Home Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Work Phone: _____ - _____ - _____ Ext. _____

Call Order (preference): 1 2 3

Mobile Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Email Address: _____

Home Address: Apt / Suite #: _____

Mailing Address: Apt / Suite #: _____

Street: _____ City: _____

Street: _____ City: _____

Province: _____ Postal Code: _____

Province: _____ Postal Code: _____

Home Community (in Calgary): _____

Legal Guardian

First Name: _____ Last Name: _____

Relationship to Student: _____ Language interpretation requested: Yes No

Lives with Student: Yes No Same Address as Student: Yes No

Emergency Contact: Yes No Contact Order (assign a priority level): 1st 2nd 3rd 4th 5th 6th

Legal Guardians / Parents Live Together: Yes No If **yes**, skip to Home Phone.

Custody: Sole Custody / Parenting Joint / Shared Custody / Parenting Delegation of Authority Decision Making

Court Order: Yes No If **yes**, a copy must be provided for the student record.

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Home Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Work Phone: _____ - _____ - _____ Ext. _____

Call Order (preference): 1 2 3

Mobile Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Email Address: _____

Home Address: Apt / Suite #: _____

Mailing Address: Apt / Suite #: _____

Street: _____ City: _____

Street: _____ City: _____

Province: _____ Postal Code: _____

Province: _____ Postal Code: _____

Home Community (in Calgary): _____

Legal Guardian

First Name: _____ Last Name: _____

Relationship to Student: _____ Language interpretation requested: Yes NoLives with Student: Yes No Same Address as Student: Yes No**Emergency Contact:** Yes No Contact Order (assign a priority level): 1st 2nd 3rd 4th 5th 6thLegal Guardians / Parents Live Together: Yes No If **yes**, skip to Home Phone.Custody: Sole Custody / Parenting Joint / Shared Custody / Parenting Delegation of Authority Decision MakingCourt Order: Yes No If **yes**, a copy must be provided for the student record.Emergency Protection Order: Yes No If **yes**, a copy must be provided for the student record.If there are **no** court documents, a brief written summary of the current family status is required:

Home Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Work Phone: _____ - _____ - _____ Ext. _____

Call Order (preference): 1 2 3

Mobile Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Email Address: _____

Home Address: Apt / Suite #: _____**Mailing Address:** Apt / Suite #: _____

Street: _____ City: _____

Street: _____ City: _____

Province: _____ Postal Code: _____

Province: _____ Postal Code: _____

Home Community (in Calgary): _____

NOT Legal Guardian / Others (e.g., stepparent, babysitter, interpreter, probation officer)

First Name: _____ Last Name: _____

Relationship to Student: _____ Lives with Student: Yes No**Emergency Contact:** Yes No Contact Order (assign a priority level): 1st 2nd 3rd 4th 5th 6thPermission to Pick Up Student from School (if emergency contact, "Yes" must be checked): Yes NoRelease of Information Form (only needed if giving this person access to your child's information): Yes NoIf **yes**, has the form been discussed and signed by both certificated school staff and legal guardian / parent? Yes No

Home Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Work Phone: _____ - _____ - _____ Ext. _____

Call Order (preference): 1 2 3

Mobile Phone: _____ - _____ - _____

Call Order (preference): 1 2 3**NOT Legal Guardian / Others (e.g., stepparent, babysitter, interpreter, probation officer)**

First Name: _____ Last Name: _____

Relationship to Student: _____ Lives with Student: Yes No**Emergency Contact:** Yes No Contact Order (assign a priority level): 1st 2nd 3rd 4th 5th 6thPermission to Pick Up Student from School (if emergency contact, "Yes" must be checked): Yes NoRelease of Information Form (only needed if giving this person access to your child's information): Yes NoIf **yes**, has the form been discussed and signed by both certificated school staff and legal guardian / parent? Yes No

Home Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

Work Phone: _____ - _____ - _____ Ext. _____

Call Order (preference): 1 2 3

Mobile Phone: _____ - _____ - _____

Call Order (preference): 1 2 3

NOT Legal Guardian / Others (e.g., stepparent, babysitter, interpreter, probation officer)

First Name: _____ Last Name: _____
Relationship to Student: _____ Lives with Student: Yes No
Emergency Contact: Yes No Contact Order (assign a priority level): 1st 2nd 3rd 4th 5th 6th
Permission to Pick Up Student from School (if emergency contact, "Yes" must be checked): Yes No
Release of Information Form (only needed if giving this person access to your child's information): Yes No
If **yes**, has the form been discussed and signed by both certificated school staff and legal guardian / parent? Yes No
Home Phone: _____ - _____ - _____ Call Order (preference): 1 2 3
Work Phone: _____ - _____ - _____ Ext. _____ Call Order (preference): 1 2 3
Mobile Phone: _____ - _____ - _____ Call Order (preference): 1 2 3

Sibling Information (optional)

If your alternative or regular program is in lottery, please be sure to fill out any relevant sibling information as it may impact priority lists. Siblings can be connected in the student information system. If you wish to, provide the other children's CBE school information.

Name: _____ CBE School: _____ Grade: _____
Name: _____ CBE School: _____ Grade: _____
Name: _____ CBE School: _____ Grade: _____
Name: _____ CBE School: _____ Grade: _____

Declaration

This Declaration must be signed in front of school personnel. Please bring (government issued) photo identification. You may be asked to provide documentation confirming guardianship.

I, the undersigned, hereby represent that I have the legal authority to register the student identified on this form. I have identified **all** legal guardians / parents for the student. I declare the information that I have provided on this form is complete and accurate.

I will immediately notify the school of any changes to the information on this form.

Print Legal Guardian / Parent Name

Print Staff Witness Name

Signature Legal Guardian / Parent

Signature Staff Witness

Date of Signature (MM/DD/YYYY)

Date of Signature (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). This information 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 child's school principal.

Boundaries of CBE

- **North | From Twelve Mile Coulee Road N.W.**, East following 112 Avenue N.W. to Rocky Ridge Road N.W. (including all of Rocky Ridge Community), North to 144 Avenue N.W., East to 85 Street N.W. / Range Road 23 following the City of Calgary and Rocky View County Boundary (including all of Community 01K), North to include all of 02K Community, East to 6 Street N.E., to include Glacier Ridge Community and Southern portion of 02L Community, and all of Carrington and Livingston Communities. South along 6 Street N.E. to 144 Avenue N.E. to include the Southern portion of Lewisburg Community. East on 144 Avenue N.E. following the City of Calgary / Rocky View Country Boundary to 84 Street N.E.
- **East | From 84 Street N.E.** South from Township Road 260 to South of 8 Avenue N.E. to include the Southern and Western portions of 09O Community. South to exclude the Northwestern corner of Twinhills Community and East to Range Road 284 following the City of Calgary and Chestermere boundary. South on Range Road 284 to 17 Avenue S.E. and West on 17 Avenue S.E. to 92 Street S.E. South on 92 Street S.E. and West to 34 Avenue S.E., 84 Street S.E. South to 146 Avenue S.E. East to include all of Hotchkiss community, South 104 Street S.E., West 22x to 88 Street S.E., South the Bow River to the City of Calgary / Foothills County Boundary.
- **South | Bow River** at 12J Community and 12I Community boundaries West to Deerfoot Trail S.E., following Deerfoot Trail S.E. south to the City of Calgary limits, West to Macleod Trail S.E. (including all of Legacy Community). Macleod Trail S.E., North to alignment with 210 Avenue S.E. (to the west), and South (following CPR tracks) to City of Calgary / Foothills County Boundary. West to include all of Pine Creek Community.
- **West | City of Calgary** boundary to the West from Foothills Country in the South to Rocky View County in the North. Excluding 01F Community West of Tuscany Community and excluding an undeveloped portion of 01H Community West of Valley Ridge Community.

Supplied by: Planning, February 2025

Find a School

Use the **Find a School** tool for up to date information on school designations based on your home address:

<https://cbe.ab.ca/schools/find-a-school/Pages/default.aspx>

Early Childhood Services

Children may be enrolled in any Early Development Centre (EDC) preschool or Kindergarten program in CBE. Schools follow the priorities listed in [Administrative Regulation 6090 | Child and Student Registration and Admission](#), section 6(9), to determine who may be enrolled. However, enrolment in an early childhood services program **does not** guarantee enrolment for grade one in the school or CBE. Priority will be given to CBE resident students living in the designated attendance area for the school.

Proof of Age, Legal Name and Citizenship

The original document must be provided to the school. The school will make the copy.

The legal guardian / parent must produce the student's Canadian birth certificate at the time of registration. If a Canadian birth certificate is not available, the school may accept a:

- Canadian passport;
- Canadian Citizenship Certificate or Card;
- Canadian Indigenous Status Card; or
- Canadian court order that states the legal name and age or date of birth of the child (e.g. Alberta adoption order).

The school can **not** accept a:

- document from another country;
- Canadian federal government Record of Landing; or
- Canadian federal government Permanent Resident Card, Permanent Resident Record or Confirmation of Permanent Residence.

A legal guardian / parent who cannot show proof of the student's Canadian citizenship must register the student through CBE Welcome Centre. For more information visit www.cbe.ab.ca/welcome or call 403-817-7789.

Exception – Students in Shelters

If the legal guardian / parent does not have one of the documents listed above, they will provide a written summary of current family status until documentation can be provided. The legal guardian / parent is to apply to the government to acquire the required document. Shelter staff can help with this. If applicable, the legal guardian / parent will provide the Restraining Order (RO) or Emergency Protection Order (EPO).

Anything outside of the approved listed documents would need to be discussed with the principal at the school where you are registering.

Proof of Address

The proof of address must have the parent / legal guardian / independent student name and current address. Examples of accepted proof of address documents are:

- Bank statement
- GST rebate
- Home or renter insurance
- Income tax statement
- Mortgage statement
- Property tax assessment
- Utility bill

Anything outside of the approved listed documents would need to be discussed with the principal at the school where you are registering.

Relationship

The following are the options for relationships:

- Agency Representative
- Babysitter
- Cousin
- Custodian
- DLSA - CBE Diversity & Learning Support Advisor
- Family Friend
- Father
- Foster Parent
- Grandparent
- Group Home Case Worker
- Home Stay Parent
- Interpreter
- Legal Guardian
- Mother
- Other
- Outside School Care
- Parent
- Partner
- Physician
- Probation Officer
- Psychologist
- Relative
- Sibling
- Social Worker
- Sponsor
- Spouse
- Stepfather
- Stepmother
- Stepparent
- Stepsibling
- System AP, Global Learning
- Unspecified

Custody and Guardianship Documents

In the case where the parents of the child do not live together, documentation that confirms guardianship will be required. Custody and guardianship documents fall into one of the following categories:

- **Joint / Shared Custody / Parenting** – more than one guardian may exercise the powers, responsibilities and entitlements of guardianship, unless the court orders otherwise; shall use best efforts to co-operate and communicate with one another in exercising rights and responsibilities of guardianship. May be court ordered or presumed if the parents were married and are now separated but have not been to court.
- **Sole Custody / Parenting** – allocation, generally or specifically, of the powers, responsibilities and entitlements of guardianship exclusive to one individual. Usually court ordered.
- **Decision-Making Authority** – legal authority for making major and/or day-to-day decisions affecting the student. Similar to joint custody, may be court ordered. If not addressed in a court order, parents/legal guardians generally share authority for major decision-making (i.e. registration, transfer request, change of program, assessments, etc.).
- **Delegation of Powers and Duties to a Child Caregiver** – allocation of powers and duties to a caregiver by the Director of Calgary and Area Children's Services (CS), or their delegate (i.e., the social worker/caseworker), under the *Child, Youth and Family Enhancement Act*. This document is often signed by the social worker/caseworker when a student is in the protective custody of CS, as confirmed in a Temporary or Permanent Guardianship Order (TGO or PGO). The Delegation **does not** allocate guardianship authority to the caregiver. Caregivers are **not** legal guardians and therefore do **not** have authority to create or access the parent portal in PS or to provide input into major educational decisions.

Release of Information Form

Releasing educational information to people outside of the education system such as doctors, lawyers, nurses, private psychologists, hospitals or other individuals as identified by the parent / legal guardian, **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 child and/or to assist parents / legal guardians. Student personal information can only be released with the parent's / legal guardian's informed consent (agreement). If a parent / legal guardian has a need to release their child's educational information (e.g., student record, assessments, programs), certificated school personnel must explain the form and what giving consent entails *before* the legal guardian / parent can be given the form to complete.

Please contact the school if you wish to complete the form to give permission to The Calgary Board of Education to release your child's educational information to people outside of the education system. A time will be arranged for you to meet virtually with a certificated school staff member.