

Student Registration

Notice of collection. The personal information collected on this form is collected by Grasslands Public Schools under the authority of POPA sections 4(a) and 4(c), the *Education Act* SA 2012 section 33(1)(a) to (f), and the *Student Record Regulation*, Alta Reg 97/2019, section 2(1), in support of enrolling the student and maintaining the student record. This notice is provided in accordance with POPA section 5(2). The information is used to deliver educational programming, provide accountability and assurances to families regarding student achievement, communicate and engage with parents and the community, maintain a welcoming, caring, respectful and safe learning environment, provide a continuum of supports and services consistent with the principles of inclusive education, and provide student transportation. In addition to these core uses, the Division collects and uses personal information through the systems described below.

You may contact the school principal with any questions or concerns about the collection or use of personal information, or to request access or a correction to your or your child's personal information. Additionally you may contact the Grasslands Public Schools Access and Privacy Coordinator at privacy@grasslands.ab.ca or by phone at 403-793-6700.

Setup a Learning Management System

Grasslands Public Schools uses Google Workspace for Education to communicate and collaborate using tools such as Gmail, Google Classroom, Meet, Docs, and Google Drive. Grasslands uses first name, last name, email address, and grade level to setup student accounts. Google will collect the following information during use: interactions with content and people, account settings, browser and device information, IP address and geolocation, and any information entered by the student such as student work. Google uses the information they collect to make recommendations and optimize the use of their services, provide support to their services, and to comply with any legal obligations. Google Workspace processes and stores records on servers located outside of Canada and may be subject to foreign privacy laws.

Provide Assistive Technologies

Read&Write for Google is a literacy support tool that helps with reading text out loud and understanding unfamiliar words. At first access, Grasslands Public Schools discloses the student's email address. If the student does not use Read&Write for Google no personal information is disclosed.

Monitor for Online Safety

Grasslands Public School uses ImagineEverything's Student Aware to identify any high-risk behaviours online while protecting their privacy. This helps schools proactively support student safety and mental health. This monitoring is only done while a student is using the Grasslands Public Schools network. Grasslands uses first name, last name, email address, age, school when setting up this application. Student Aware will collect device information (IP address, OS, browser type), website content and address visited, and risk activity classifications. The Division intends to input this information into Student Aware, an automated system that generates risk classifications and flags potential high-risk online behaviour. For details about how this system operates and how to question or contest its outputs, contact the Access and Privacy Coordinator.

Setup Identity Management and Productivity Tools

Grasslands Public Schools uses O365 to provide a safe digital environment. We use tools such as defender anti-virus, identity protection for their online accounts, and access productivity tools like MS Word, MS Excel, and MS Access. Grasslands Public Schools uses a student's first name, last name, grade level, school name, Alberta student number (ASN), and school code to create accounts. O365 collects information such as login information (time, IP address, application name), device information and activity (OS, browser information, etc.), and any student work that a student chooses to save on the platform.

Provide Professional Services

Grasslands Public Schools is committed to providing the best possible programs and services to all students. We have an extensive network of professional services available to all students including Family Wellness mentors, Psychologists, Behaviour Consultants, Occupational Therapists, Speech Language Pathologists, Physical Therapists and consultants in the areas of literacy and learning and innovation. These professionals are in our schools providing ongoing consultation and support to teachers, administrators and assistants. Your child/student may see different members of this team in their classrooms at various times working with school-based staff. If, at any time, it is felt that support from one of these professionals would be beneficial to your child specifically, you will be contacted by the school to discuss the services recommended.

Manage Student Records

Grasslands Public Schools uses PowerSchool as its student information system. PowerSchool does not run in the cloud and is managed by Grasslands Public Schools Technology Staff. Grasslands Public Schools uses CLASI as middleware to transfer student records securely to the minister of education. Grasslands uses Student Names, School Code, Date of Birth, Enrolment Status, Grade Level, Alberta Student Number to setup CLASI. CLASI collects student record documents for only as long as it takes to transfer them to the minister.

Setup Online Student Fee Payments

Grasslands Public Schools uses KEV's SchoolCash Online to collect student fees. Grasslands Public Schools uses the following information to setup access within SchoolCash: school name, Alberta school number (ASN), first name, middle name, last name, mailing address, home phone number, student email, home room, grade level, father's name, mother's name, date of birth, gender, preferred name(s), teacher number. SchoolCash may share information with service providers who assist with payment processing, provide technical support and solutions, and hosting services. These third parties are not authorized to disclose personal information for their own marketing or any other purposes. Payment processing, should you choose to pay student fees using this service, may be processed in the United States and be subject to foreign privacy laws.

Perform Threat Assessments

If the Superintendent believes, on reasonable grounds, that the disclosure of personal information will avert or minimize a risk of harm to the health or safety of a minor, or an imminent danger to the health or safety of any person, Grasslands Public Schools may disclose personal information to community agencies who work with us to keep our schools safer such as local police, children's mental health organizations, or Human Services. Normally, parents and guardians will be notified as soon as possible of this disclosure. Additionally, Grasslands may disclose personal information to a law enforcement agency, an organization providing services to a minor, another public body or any prescribed person or body if the information is in respect of a minor or a parent or guardian of a minor and the Superintendent believes, on reasonable grounds, that the disclosure is in the best interests of that minor.

Protect Property and Manage Physical Safety

Grasslands Public Schools uses Public School Works for managing student accident reports to improve school safety. Grasslands uses First Name, Last Name, Grade Level, School Name, Alberta Student Number (ASN), School ID Number, and date of birth to setup Public School Works. Public School Works collects the following student personal information: student accident reports. Additionally, Grasslands Public Schools collects video surveillance information. Video surveillance is used only in areas where there have been demonstrated incidents of harm to persons or property and where no other methods are available to reduce risk.

Office use only

*Legal name verification document (check one). **Bold** documents are accepted for funding claims; a copy is kept in the Student Record.*

- | | | |
|--|---|---|
| ☐ Alberta Birth Certificate | ☐ Canadian Certificate of Indian Status | ☐ Canadian Temporary Visitor Record |
| ☐ Alberta Adoption Order | ☐ Canadian Citizenship Certificate | ☐ Canadian Work Permit |
| ☐ Alberta Operator's License | ☐ Canadian Marriage Certificate | ☐ Foreign Birth Certificate |
| ☐ Alberta Identification Card | ☐ Confirmation of Permanent Residence | ☐ Foreign Marriage Certificate |
| ☐ Alberta Change of Name Certificate | ☐ Canadian Permanent Resident Card | ☐ Passport issued outside Canada |
| ☐ Canadian Passport | ☐ Canadian Study Permit | ☐ Registration Form (temp declaration) |
| ☐ Canadian Birth Certificate (outside Alberta) | | |

Citizenship information (Documentation Required)

Citizenship or immigration status determines eligibility to attend school in Alberta.

CITIZENSHIP OR IMMIGRATION STATUS

- | | |
|---|--|
| ☐ Canadian citizen | ☐ Child of an individual lawfully admitted to Canada (permanent or temporary) |
| ☐ Permanent resident | ☐ Refugee CODE _____ |
| ☐ Temporary resident | ☐ Stepchild of a Canadian or temporary foreign worker (parent marriage certificate required) |
| ☐ Child of a Canadian citizen | |

Student information

Print the student's legal names as they appear on the birth certificate or adoption papers. If the student uses a different name day-to-day, record it as a preferred name.

LEGAL FIRST NAME*

LEGAL LAST NAME*

LEGAL MIDDLE NAME(S)

PREFERRED LAST NAME (IF DIFFERENT)

PREFERRED FIRST NAME (IF DIFFERENT)

DATE OF BIRTH* (YYYY-MM-DD)

GRADE

GENDER

☐ Male ☐ Female ☐ Unspecified

Student's residence address (Street, Legal Land, or 911/Blue Sign)*

ADDRESS

CITY

PROV.

POSTAL CODE

Mailing address (if different from the residence address)

ADDRESS

CITY

PROV.

POSTAL CODE

PREFERRED PARENT/GUARDIAN PHONE

TYPE

☐ Cell ☐ Home

Does the preferred phone receive text messages?

☐ Yes ☐ No

Academic history

Has the student ever registered at a Grasslands Public School?

☐ Yes ☐ No

Does the student have an Individual Program Plan (IPP)?

☐ Yes ☐ No

Has the student ever been out of school for more than 2 months?

☐ Yes ☐ No

LAST SCHOOL ATTENDED

CITY

PROV.

Independent student status

The Education 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 either living independently or party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act.

Are you claiming independent student status?

☐ Yes ☐ No

Medical information (optional)

- ☐ Asthma ☐ Diabetes ☐ Epilepsy ☐ Hemophilia
☐ Heart condition

ALLERGIES, MEDICATIONS, AND OTHER CONDITIONS

If there are two parents or guardians, fill in both sections below, whether or not they are living together. For the purposes of this form, "parent" has the meaning given in section 1 of the *Education Act* (Alberta), and includes a guardian under section 20 of the *Family Law Act* (Alberta), a guardian appointed under Part 1, Division 5 of the *Child, Youth and Family Enhancement Act* (Alberta), or a guardian appointed by court order under section 23 of the *Family Law Act* (Alberta). Where *An Act Respecting First Nations, Inuit and Métis Children, Youth and Families* (Canada) applies, the law of the Indigenous Governing Body for the child's community prevails. Stepparents who are not legal guardians may be added as emergency contacts on a later page.

Biological or adoptive mother

- ☐ Lives with student ☐ Can pick up from school ☐ Accepts text messages

LAST NAME

FIRST NAME

HOME PHONE

MOBILE PHONE

EMAIL

ADDRESS (REQUIRED)

CITY

PROV.

POSTAL CODE

FIRST LANGUAGE AT HOME

COUNTRY OF BIRTH

Interpreter required?

☐ Yes ☐ No

Biological or adoptive father

- ☐ Lives with student ☐ Can pick up from school ☐ Accepts text messages

LAST NAME

FIRST NAME

HOME PHONE

MOBILE PHONE

EMAIL

ADDRESS (REQUIRED)

CITY

PROV.

POSTAL CODE

FIRST LANGUAGE AT HOME

COUNTRY OF BIRTH

Interpreter required?

☐ Yes ☐ No

Emergency Contact/Step Parent 1

☐ Lives with student ☐ Can pick up from school ☐ Accepts text messages

LAST NAME

FIRST NAME

HOME PHONE

MOBILE PHONE

EMAIL

ADDRESS

CITY

PROV.

POSTAL CODE

Emergency Contact/Step Parent 2

☐ Lives with student ☐ Can pick up from school ☐ Accepts text messages

LAST NAME

FIRST NAME

HOME PHONE

MOBILE PHONE

EMAIL

ADDRESS

CITY

PROV.

POSTAL CODE

Indigenous self-identification (optional)

If you wish to self-identify the student as Indigenous, please check one. Questions about this collection may be directed to the Superintendent at 403-793-6700.

SELF-IDENTIFICATION

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

Guardianship, custody or access rights

Guardians of the student must be identified so each party's rights are respected. If an order exists affecting guardianship, custody or access rights, a copy will be required for the student record. In rare instances a child may be designated as protected if a court issues a restraining order under the Child Welfare Act, the Divorce Act, the Young Offenders Act or similar legislation.

Does any such document exist?

☐ Yes ☐ No

If yes, check all types that apply:

☐ Access and/or custody ☐ Parenting ☐ Guardianship ☐ Protection

Is there a copy in the student record?

☐ Yes ☐ No

DOCUMENT EXPIRY DATE, IF APPLICABLE

Section 23 — Francophone rights (optional)

Under section 23 of the *Canadian Charter of Rights and Freedoms*, a Canadian citizen who is the parent of a child has the right to have that child receive primary and secondary school instruction in French if:

- (a) French is the first language they learned and still understand;
- (b) they received their own primary school instruction in Canada in French (other than in French immersion); or
- (c) any of their children has received, or is receiving, primary or secondary school instruction in Canada in French (other than in French immersion).

This entitlement applies to instruction in a French first-language program or school. It does **not** apply to French immersion programs.

Do you claim entitlement to a francophone education?

☐ Yes ☐ No

If eligible and you wish to assert this entitlement, the *Education Act* (Alberta) requires Grasslands Public Schools to share demographic information about the student and the parent with the local Francophone Education Region or Authority upon written request from that authority.

Family information

Siblings

NAME	AGE	GRADE	SCHOOL
NAME	AGE	GRADE	SCHOOL
NAME	AGE	GRADE	SCHOOL
NAME	AGE	GRADE	SCHOOL

Declaration

I hereby certify the above information to be true, correct, and complete. I have identified all guardians for this student. By signing, I declare that I am the legal guardian of this child as defined in the *Family Law Act*, or that I am an independent student signing on my own behalf. If information provided on this form changes, I will contact the school immediately.

I am signing as:

- ☐ Parent/guardian
☐ Independent student

SIGNATURE

DATE (YYYY-MM-DD)