



STUDENT REGISTRATION

Background

Golden Hills School Division provides educational programs to students who are of legal age to attend school and fall within the parameters outlined in this procedure.

Definitions

Residence: Under the Education Act, residence is defined as a place where that person ordinarily lives and sleeps and to which when absent from the residence, that person intends to return.

Resident Student: A student that resides inside the boundaries of Golden Hills School Division as per the Education Act, in which the student's parent/guardian resides. A student who is in the care of a foster parent under the Child Welfare Act is deemed to be a resident student of the board of the division in which the foster parent resides. A student who has a disability and is the subject of an agreement under the Family Support for Children with Disabilities Act is deemed to be a resident student of the board of the school division in which that student resides.

Non Resident Student: A student that resides outside the boundaries of Golden Hills School Division in which the student's parent resides.

Independent Student: A student who is 18 years of age or older, or 16 years of age and living independently, or who is party to an agreement under the Child Youth and Family Enhancement Act.

Procedures

1. Parents/guardians of students seeking admission to Golden Hills Schools shall complete **Form 300 -1 Student Registration**, to establish legal name, age, citizenship and residency status.
2. Parents may enroll their child in Kindergarten in their designated school provided the child is five years of age by December 31 and eligible to attend grade 1 the next school term.
3. A child who has special education needs may qualify for early intervention programming.
4. Students will remain eligible for regular registration up to the age of 19 as of September 01. Older students may be admitted with the approval of the principal. Tuition fee and or resource fees may be assessed.
5. In order to register a student, parents/guardians will be asked to provide the following information:
 - 5.1. Proof of the child's age and legal name. One of the following identity documents will be accepted:
 - 5.1.1. birth certificate;
 - 5.1.2. adoption certificate;
 - 5.1.3. student authorization visa;
 - 5.1.4. Canadian citizenship papers, or permanent landed immigrant/residence documentation;
 - 5.1.5. Passport
 - 5.2. Proof of the child's address, documents accepted are utility bill, bill of sale or lease agreement;
 - 5.3. House number and street (mailing) address if the student lives in a town or city; PO box #, 911 address (e.g. 223245 TWP RD) if student lives on a farm or an acreage;
 - 5.4. Home, cell phone, and business telephone numbers;

- 5.5. Notification of special medical conditions or medications for the child;
- 5.6. Alberta Health Care Card number (not mandatory);
- 5.7. Caregiver name, if the child is in care of an adult other than parent/guardian for part of day;
- 5.8. Name and address of child's previous school (applies to students moving into the system)
- 5.9. A copy of child's most recent report card if applicable.
- 5.10. A copy of the child's Individual Program Plan (IPP) if applicable.
- 5.11. A copy of custody documents if applicable.
6. The following forms are to be completed by parent/guardian once and retained on file at the school. Forms to be transferred to child's receiving school within Golden Hills School Division are:
 - 6.1. Student Registration **Form 300 -1 Student Registration**
 - 6.2. Consent to Electronic Communication – part of registration form
 - 6.3. School Division Use of Personal Information – part of registration form
7. The following forms are to be completed annually by parent/guardian and retained on file at the school:
 - 7.1. Updated demographic
 - 7.2. Contact information
 - 7.3. FOIP
 - 7.4. Student Demographic information is to be completed by parents online through SchoolEngage or alternatively by paper copy at their school.
8. Non Resident students may be accepted with approval of the Principal providing there is space and appropriate programming,
9. International student registration must be coordinated through Golden Hills International Student Services.
 - 9.1. An international student may be a child of an individual who has been admitted lawfully to Canada for permanent or temporary residence. If the parent has a work visa it must not expire before the end of the school year.
 - 9.2. An international student may be a child of an adult international student and holds a study permit issued by Citizenship and Immigration Canada that does not expire before the end of the school year.
 - 9.3. An international student must hold a letter of acceptance from Golden Hills School Division and applicable tuition fee.

Reference:

- Alberta Education Act
- Child, Youth and Family Enhancement Act
- ECS to Grade 12 Guide to Education