



## Nicholas Sheran Elementary School

380 Laval Blvd West Lethbridge, AB T1K 3Y2

Email [sheran@lethsd.ab.ca](mailto:sheran@lethsd.ab.ca) Website <http://ns.lethsd.ab.ca>

Phone (403) 381-1244

This registration package contains forms for students enrolling in the 2023-2024 school year Kindergarten Programs at Nicholas Sheran Elementary School. Students must be five years old as of December 31<sup>st</sup>, 2023. Please mark your preference at the top of the Registration Forms. There is a possibility of having a 4 Day AM Program, a M/W Full Day Program and a T/Th Full Day Program (each with every other Friday morning classes - calendar to be released asap). These programs will be available based on registration numbers and are NOT guaranteed. You will be contacted in June with program confirmation.

### Please ensure you have all the registration requirements...

- ✓ Original birth certificate. If a birth certificate is not available, the birth certificate letter of intent form must be completed.
- ✓ Proof of Address (i.e. phone bill, driver's license, utility bill, lease agreement, etc.)
- ✓ Completed registration package with all required information and consents fully completed. Please print as clearly as possible to avoid data entry errors.

These forms **MUST** be completed:

- **2023-2024 Student Registration Form** – please ensure ALL necessary sections are filled out, signed and dated. Emergency contacts are very important, as are up-to-date addresses, emails, work and cell phone numbers. If you would like multiple emergency contacts listed on your child's file, please email [sheran@lethsd.ab.ca](mailto:sheran@lethsd.ab.ca) to add more. We are unable to release your child to anyone that is not on the emergency contact list during the school day.
- **Medical Information** – **must be updated every school year. This information DOES NOT roll over.** Please provide as much detail as possible if your child has a serious health condition (i.e. nut allergy, asthma, diabetes, epilepsy etc.) If your child requires medication to be administered at school, the Medication/Personal Care Request and Authorization form **must** be completed and signed by both the parent and the physician. These forms can be found in the office or online at: <https://www.lethsd.ab.ca/download/196708>.
- **Freedom of Information and Protection of Privacy (FOIP)** – Please complete, sign and date the sections on Consent for Information Disclosure regarding CEMs (Commercial Electronic Messages), Copyright Release, Media/Internet Consent, and Technology Acceptable Use Agreement.

These are **optional** consent forms that can be found in the office or on our website

<https://ns.lethsd.ab.ca/parents/registration/kindergarten>:

1. Volunteer Form (if you will be volunteering in the classroom or on a field trip)
2. School Council Permission Form can now be found online at <https://ns.lethsd.ab.ca/parents/school-council>

If you have any questions about the registration process, please contact us at 403-381-1244 or email [sheran@lethsd.ab.ca](mailto:sheran@lethsd.ab.ca).

**\*\*Please take the time to ensure that all sections have been reviewed, completed and signed before handing in. Also, please confirm that you have chosen your program preference. You will be contacted in June to confirm programming. Missing signatures and/or incomplete forms can cause unnecessary registration delays. Thank you!!\*\***

## Students NEW to the Division

If you are registering as a new student, you must have the following accompany your registration package:

- a photocopy of your birth certificate (if you were born in Canada)
  - a photocopy of your Canadian citizenship status if you were not born in Canada
  - a copy of your most recent report card from last school attended
  - a copy of a document verifying your address
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### Important Freedom of Information for Parents

The personal information requested on this form as part of the school registration process is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP), the *School Act* and its regulations, and the Canadian Charter of Rights and Freedoms, Section 23.

This information will be used for the establishment of a student record, determination of residency, 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 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, 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 his/her administration (e.g. research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of the *FOIP Act*.

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### Normal School Information Disclosure

#### *Parents/Guardians Please Read Carefully*

The Freedom of Information and Protection of Privacy Act requires that consent be obtained for the collection and use of personal information that is not authorized under the *School Act*. The Lethbridge School Division believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

- the use of a student's name, photo, comments in the school calendar, newsletter, yearbook, graduation book, or other school publication.
- the taking of individual, class, team or club photos for school purposes and the use of student photos for the issuance of identification passes (i.e., library, activity, transit/bus).
- the use of student names on artwork or other creative work or material of students displayed at school or School Board sites, provided the Copyright Release section of this form is signed.
- the use of student names in honour rolls, birthday recognition, and other such acknowledgements within the school or School Board.
- the publication of student names as part of graduation and award ceremonies.
- the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the Board applies on a student's behalf.
- the use of students' names, related contact information and telephone numbers for absenteeism verification.
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not identifiable (the accompanying *Media Consent Form* may provide consent for situations where individual students are identifiable or interviewed and the material will be used outside the school). Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not be able to restrict such activity at public events.
- the circulation of personal information on a "need to know" basis for students who have severe, life-threatening medical conditions or for students in emergency situations.
- the taking of photos/videos of classroom or other school activities by the School Board where the material will be used within the school. (Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place.)

**If you have concerns with any of these uses of information, please notify the school principal in writing.**

**Please retain this document at home for future reference**

English French Spanish Preference: M / W T / TH AM PM
Alberta Student Number (if known): School:

\* Required Fields

\*Legal Last Name: \*Legal First and Middle Names:
\*Preferred Last Name (if different): \*Preferred First Name (if different):
\*Birthdate (D/M/Y): \*Gender: Female Male Unknown Unspecified
\*Home / Cell Phone Number:
\*Birth Certificate: Yes No \*Other Proof of Residency: Yes No
\*Home Address:
\*Mailing Address:
(Street) (City) (Province) (Postal Code)
Siblings currently enrolled with Lethbridge School Division:

\*\*Medical information (i.e. medical conditions, allergies, etc):

\*\*This must be completed every year

Name and location of previous school attended:
Date last attended previous school: Last Grade Completed:

Priority 1 Contact Information (i.e. parent or guardian)

Priority 2 Contact Information (i.e. parent or guardian)

First & Last Name: Address: City, Postal Code: Relationship to Student: Home Phone: Work Phone: Cellular Phone: E-Mail Address:

Student is living with (check ALL applicable boxes): Priority 1 Priority 2 Other

Emergency Contact Information (in the event the above contacts are unavailable)

First & Last Name: Address, City, PC: Relationship to Student: Home Phone: Work Phone: Cellular Phone:

Please email sheran@lethsd.ab.ca if you would like more contacts listed on your child's file. Anyone that will be picking up your child during the school day needs to be listed as an emergency contact or we will be unable to release your child to them. Please ensure that emergency contacts are advised that their name has been used for this purpose.

Aboriginal Self Identification - If you wish to declare that the student is Aboriginal, please select one:

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

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780.427.8501.

If you have questions regarding the collection of student information by the school board, please call 403.380.5299.

First Nation of Residence: Student's Indian Registry number (10 digit): (IF APPLICABLE)

Citizenship: 1 - Canadian Citizen 2 - Permanent/Landed Immigrant 5 - Study Permit

English as a Second Language (ESL) Eligibility

A student may be eligible for ESL support when the primary language spoken at home is a language other than English. ESL students can be born in Canada or in another country.

Languages Spoken at home:

Student's first language spoken: Do you need assistance with interpretation? Yes No

Pursuant to Section 23 of the Canadian Charter of Rights and Freedoms:

Citizens of Canada

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French (this means instruction in a French only school, not a French Immersion program) have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary instruction in French (this means instruction in a French only school, not a French Immersion program) in Canada, have the right to have all their children receive primary and secondary instruction in the same language.

According to this criteria, are you eligible to have your child educated in French? Yes No
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.

I hereby certify that the foregoing information is true, correct and complete to the best of my knowledge and belief.

Signature: Date:



# Lethbridge School Division

20 23/ 24 Student Registration Package

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

## INSTRUCTIONS

1. Read the Freedom of Information and Protection of Privacy Act information and Normal School Information notifications sheet enclosed in this package and retain this document at home for your reference.
2. Complete or verify the Student Registration Form.
3. Read and complete the enclosed Consent Forms.
4. Return the completed registration package to the school.

## CONSENTS FOR INFORMATION DISCLOSURE

### Consent to receive Commercial Electronic Messages (CEM's)

On July 1, 2014 Canada's Anti-Spam Legislation (CASL) came into effect. As of this date, Lethbridge School Division cannot send any messages by any means of telecommunication including e-mail messages, text messages, instant messages and direct messages to social networking accounts, where one or more of the purposes of this message is to encourage participation in commercial activity, whether or not there is an expectation of profit, unless we have received express consent to send these messages.

Lethbridge School Division values the many learning opportunities, activities and mementos that enhance the educational experience that we provide to our students. Some of these opportunities include performances, field trips, travel, school clothing, student photos, yearbooks, hot lunches or similar school related activities. In order for Lethbridge School Division, our schools and school councils to communicate our programs, activities and special offers through electronic means, we require your consent.

By signing this document, I/we consent to receiving a commercial electronic message (CEM) from Lethbridge School Division, its schools, and school councils. Examples of these would include, but would not be limited to:

- Newsletters
- Offers to purchase goods and services such as
  - Apparel
  - Yearbooks
  - School Photos
  - Travel offers
  - Hot lunches
- Advertisements for school activities, events and programs for which there is a fee

*Note that consent to receive CEM information may be withdrawn at any time by contacting the School or Lethbridge School Division.*

I, \_\_\_\_\_ the parent/guardian/Independent Student give my consent to receive Commercial Electronic Messages (CEM's) from Lethbridge School Division, its schools and school councils. This consent will remain in effect until I expressly withdraw my consent by notifying the School or Lethbridge School Division.

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student

\_\_\_\_\_  
Date

Email address: \_\_\_\_\_  
(Please print clearly)

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## Copyright Release

As part of a student's educational program, they may be recorded and taped; have their work displayed; have their work reproduced for non-profit, educational purposes. Their production(s)/work(s) may be shown at educational displays during open house, in-service sessions and other school-related activities at school or School Board sites, or at school or School Board sponsored displays in the community or used in a school publication.

***I understand that this consent is valid for this current school year only.***

\_\_\_\_\_ I give my consent to the information disclosures as described above.

\_\_\_\_\_ I do not give my consent to the information disclosures as described above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name

Signature of Parent/Guardian/  
Independent Student

Date

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## Media/Internet Consent

Lethbridge School Division enjoys and encourages an open and positive relationship with print (i.e. newspapers, magazines, etc.) and broadcast media (i.e. television, radio, etc.) as a means of promoting and reporting on school activities. In addition, schools are using the Internet (websites, web-based programs) to increase positive learning, sharing and recognition opportunities for staff and students.

By signing this section I/we consent to the disclosure of information for use by Media and/or School Division use for learning and/or celebration of learning purposes. Examples of these would include, but would not be limited to:

- Interviews for media or school publications (i.e. - school newsletters, etc.)
- Photograph of the student and posting of student's name
- Group and class photographs that include student and their name
- Class work (i.e. - art, stories, projects) done by student
- Awards, scholarships, prizes received by student
- Participation of Student in Extracurricular Activity (Athletics, clubs, fundraising efforts, music)
- Collaboration with other schools and classrooms using web-based programs such as Skype, YouTube, Twitter, etc.

Please mark one of the following to indicate your consent:

\_\_\_\_\_ I give consent to disclosures as described above.

\_\_\_\_\_ I do not give consent to the above disclosures.

\_\_\_\_\_ I give consent, with the following exceptions.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Print Name

Signature of Parent/Guardian/  
Independent Student

Date

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## Public Health

Alberta Education will share student demographic information with Alberta Health Services in the case of health emergencies, such as a disease outbreak.

## Technology Acceptable Use Agreement

1. Students are responsible for demonstrating acceptable behaviour when communicating and using devices and accounts. All students who are granted access to Lethbridge School Division systems and equipment must comply with Division policy, procedure and school standards.
2. Digital access is provided for students to conduct research and communicate with others for educational purposes. Such access is provided to students who agree to act in a considerate and responsible manner. Access must be recognized and accepted as a privilege – not a right. Access entails responsibility by the user.
3. Digital information storage will be treated like other school property such as textbooks, school desks or lockers. System or school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. No information stored on Division accounts is considered private.
4. Within reason, freedom of speech and access to information will be honoured by the Division. However, during school, teachers will monitor and guide students toward the use of appropriate materials. Students utilizing Division accounts outside of school facilities bear the same responsibility for adhering to Lethbridge School Division policies and procedures.
5. Students must comply with school rules related to devices and accounts. Conduct that violates this acceptable use agreement includes, but is not limited to, activities in the following list:
  - a. Using another user’s account or password, or trespassing in another user’s folders, work or files;
  - b. Spreading, purposefully retrieving or displaying offensive messages or graphics;
  - c. Using obscene language;
  - d. Gaining access to or participating in unapproved electronic “chat” line sites;
  - e. Mounting inappropriate or offensive material as part of a webpage, including, but not limited to, links to other websites/webpages that may contain such material;
  - f. Harassing, insulting or attacking others using an electronic format;
  - g. Damaging computers, computer systems or computer networks;
  - h. Engaging in practices that may compromise the integrity of the network (i.e., downloading files, without permission, that may introduce a virus to the system);
  - i. Violating copyright laws;
  - j. Plagiarizing information from existing sources.
6. Failure to comply with any of the provisions outlined in this agreement may result in a loss of access or other disciplinary actions.

I/we confirm that I/we have discussed with our child their responsibilities as a student as described above.

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Signature of Parent/Guardian/Independent Student

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Date