

	<b>Chinook's Edge School Division – Administrative Procedure</b>	
	<b>AP 3 – 25 Student Registration</b>	
<b>Related Policies:</b>		<b>Initial Approval:</b> 2010 May 03
<b>Related Procedures:</b>		<b>Last Amended:</b>
<b>Exhibits:</b>		<b>Last Reviewed:</b> 2019 November 28

## PURPOSE

To ensure that students in a school operated by the Division complete the Student Registration Form to be officially registered. The form must be completed and verified by either the legal guardian or by the independent student. The information that is collected is information required by the *School Act* and outlined in the Student Record Regulation.

## SCOPE

This procedure applies to all staff and students.

## DEFINITIONS

*Independent Student* – a student who is 18 years of age or older, or 16 years of age or older and who is living independently or who is a party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

## PROCEDURES

1. The registration form is a legal document. It must be accurate and complete. All information is to be treated confidentially. Schools are required to use the Division approved Student Registration Form. If a school wishes to gather additional information, a school form may be added to the student registration package.
2. Pursuant to the Student Record Regulation, a copy of the student's birth certificate must be obtained upon registration in a Division school.
3. A child must be five years old on or before December 31 to be enrolled in Kindergarten.
4. Schools are responsible to ensure that students and parents are provided with an opportunity to verify the demographic information on the student record annually. This may be done in a variety of ways. For example, many schools send home a copy of the student information on file, including the Aboriginal identity, if any on file, and ask parents to review, update and sign and return the document if there are any changes. In the event that a form is not returned, schools may assume that there is no change to the information.

## REFERENCE AND LINKS

*Education Act*  
Student Record Regulation

## HISTORY

2010 May 03	Approved
2011 April 19	Amended
2018 Dec 07	Amended
2019 Nov 28	Reviewed