



AP 3 – 25 Student Registration

Related Policies:	Initial Approval: 2010 May 03
Related Procedures:	Last Amended: 2024 December 3
Exhibits:	Last Reviewed: 2024 December 3

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. All schools will send home an online copy of the student information on file, and ask parents to review, update and sign and submit the document once a year. The form must be filled out with internal consents and submitted online to verify information is true and correct, This also serves a purpose to substantiate our funding of the student for the year. All forms must be returned for consent and funding purposes.
5. A parent of a student enrolled in a school operated by a board shall not request that the student be enrolled in another school during a school year unless the board operating the other school consents.

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
2024 Nov 25	Amended
2024 Dec 03	Amended