

# Student Registration

Alberta Education ID#: \_\_\_\_\_

The information requested on this form is being collected pursuant to the provisions of the School Act and its regulations, and the FOIP Act, Sections 33(c), 39 (1)(b) and 40 (1)(c). Information acquired through this form is kept secure and access is restricted.

All items within a dark line border are to be completed by school office staff.

School: **Landing Trail School**

School ID#: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

Program Placement: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Legal First Name: \_\_\_\_\_

Gender:  Female  Male  Unspecified

Legal Middle Name(s): \_\_\_\_\_

Grade: \_\_\_\_\_

If student does not normally go by their legal name, indicate:

Is transportation required?  Yes  No

Preferred Surname: \_\_\_\_\_

### Vital Statistics Document Verification

Preferred First Name: \_\_\_\_\_

Legal Name Verified Document: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Citizenship Verified Document: \_\_\_\_\_

Date of Birth Verified Document: \_\_\_\_\_

911 (Physical) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** A Vital Statistics Document must be presented to the school **within four weeks of registration** to verify the student's legal name, citizenship and birth date.

Vital Statistics Documents include: Canadian Birth Certificate, Canadian Citizenship Certificate, Canadian Adoption Certificate, Canadian Marriage Certificate, Passport, Visa, or Permanent or Landed Immigrant/Residence Document.

Subdivision: \_\_\_\_\_

Home Phone No. ( ) \_\_\_\_\_

Name and Location of Previous School: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



"...where great things are happening"

Has this student ever attended a school in Sturgeon

Public School Division:  Yes  No

If yes, name of school: \_\_\_\_\_  
\_\_\_\_\_

September 2018

## Legal Guardian Information

<b># 1.</b> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other <input type="checkbox"/> (please specify):  Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr. <input type="checkbox"/> Last Name: _____ First Name: _____ Address: (Note "same" if not different from student's - page 1): Street/Box No.: _____ Town/City: _____ Postal Code: _____ Phone: _____ Home _____ Cell _____ Work/Other Phone: _____ E-mail: _____	<b># 2.</b> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other <input type="checkbox"/> (please specify):  Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr. <input type="checkbox"/> Last Name: _____ First Name: _____ Address: (Note "same" if not different from student's - page 1): Street/Box No.: _____ Town/City: _____ Postal Code: _____ Phone: _____ Home _____ Cell _____ Work/Other Phone: _____ E-mail: _____
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### STUDENT LIVES WITH:

Both Parents  Mother only  Father only  Guardian  Foster Home  Independently   
Other  (If other, please explain): \_\_\_\_\_

### CHILDREN SERVICES INFORMATION:

Guardianship Order:  Permanent  Temporary  Other

Legal Signing Authority: \_\_\_\_\_

Social Worker Name & Contact Information: \_\_\_\_\_

## Medical/Emergency Contact Information

### Emergency Contact Information:

In case of illness, inclement weather or emergency school closure and the student's parent/legal guardian is not available, please indicate alternate emergency contacts:

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Phone: \_\_\_\_\_ Daytime/Work \_\_\_\_\_ Cell \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Phone: \_\_\_\_\_ Daytime/Work \_\_\_\_\_ Cell \_\_\_\_\_

*Please make sure the emergency contacts are advised that their names have been used for this purpose.*

Additional contact information can be attached to this form.

### Student's Medical Information:

Does this student have any medical concerns/special needs/family circumstances of which the school should be aware?

Yes  No

If YES, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Alberta Health Care Number** \_\_\_\_\_

Parents are not required to provide this information, however Alberta Health Care numbers may be requested for activities such as field trips.

**Custody/Court Order Information:**

Code the student with a "yes" if the following applies:

In rare instances a child may be designated as "Protected" if a court has issued a restraining order under the Child Welfare Act, The Domestic Relation Act, The Divorce Act or the Young Offenders Act.

Please indicate if the school administration should be aware of any such court order for the protection of your child.

Yes  No

If YES, please make arrangements to discuss this situation with the school administration. You will be expected to provide legal documentation to support your requests.

## Alberta Education Grant Code Information

If you wish to declare the student is Aboriginal, please select one:

<i>First Nation (status)</i>	<i>First Nation (non-status)</i>	<i>Métis</i>	<i>Inuit</i>

For further information, please refer to: [www.education.alberta.ca/system-supports/results-reporting](http://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 contact the School Board Superintendent at 780-939-4341.

**English as Second Language (ESL) Eligibility:**

ESL Students can be Canadian-born or Foreign-born.

Is your child  Canadian born or  Foreign-born?

If Foreign-born - Birth Country:

Student's first language learned (specify):

Student's primary home language (specify):

**Citizenship (check one)**

AB ED Code:

- 1  Canadian citizen
- 2  Permanent resident
- 5  Temporary Resident (student)  
(e.g. Study Permit or visiting student)
- 6  Child of Canadian Citizen  
(student is not a Canadian citizen)
- 7  Child of an individual lawfully admitted to  
Canada for permanent or temporary  
residence.
- 9  Step-child of a Canadian or Temporary  
Foreign Worker

### Special Needs/Schooling

Has your child received specialized services or programming?  Yes  No

Type of Program: \_\_\_\_\_

### Section 23 Francophone Education Eligibility Declaration:

Pursuant to Section 10 of the *School Act* and 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 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 school instruction in French in Canada,

have the right to have all their children receive primary and secondary school instruction in the same language.

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.

- A. According to the criteria above as set out in the *Canadian Charter of Rights and Freedoms*, are you eligible to have your child receive a French first language (Francophone) education:  
 Yes  No  Do not know (Please place an X in the appropriate box.)
- B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?  Yes  No

### Non Resident

Please check(✓) if you are a non resident

Resident Board : \_\_\_\_\_

1. If you are not a resident of Sturgeon Public School Division this registration does not guarantee a placement in a Sturgeon Public School Division School.
2. Where there is a need to provide special education services, the sending Board must be approached by the parent/guardian for sponsorship through a tuition agreement according to our placement practice.
3. There is a wait time of up to five days to determine student need.
4. Permission to access student records is required (cumulative record request form).

### Declaration and Consent

I hereby affirm that I have read this registration form and the accompanying Student Information Booklet and understand how this information will be used. I affirm that the information given on this registration form is complete and correct. As indicated by my signature below, I hereby freely and voluntarily consent to have the information provided by me accessible as indicated.

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

\_\_\_\_\_  
Date

*If you have any questions related to the information being requested on this form, please feel free to contact the school office for assistance.*



Freedom of Information and  
Protection of Privacy Provisions

## Temporary Declaration of Legal Name and Age

I \_\_\_\_\_, parent/legal guardian of  
*NAME OF PARENT OR LEGAL GUARDIAN*  
\_\_\_\_\_, do hereby declare that he/she  
*LEGAL NAME OF STUDENT*

was born on \_\_\_\_\_ and that his/her legal name is as  
stated above.

I commit to providing the principal of \_\_\_\_\_  
*NAME OF SCHOOL*

with a birth certificate or other legal documentation as directed by Alberta Education (as listed on  
reverse) to verify this student's legal name and birthdate within \_\_\_\_\_ months.

I agree that if \_\_\_\_\_ is found to be  
*LEGAL NAME OF STUDENT*  
underage he/she will be withdrawn from attending school within Sturgeon Public School Division.

\_\_\_\_\_  
*SIGNATURE OF PARENT/LEGAL GUARDIAN*

\_\_\_\_\_  
*DATE*

**Sturgeon Public School Division Use:**

Documentation received: <input type="checkbox"/>	_____ (Type of Documentation)
_____ Staff Initials	_____ Date

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Thomas Holmes, FOIPP Coordinator at 780-939-4341 or [Thomas.Holmes@sturgeon.ab.ca](mailto:Thomas.Holmes@sturgeon.ab.ca)



Freedom of Information and  
Protection of Privacy Provisions

## Consent to Disclose Student's Personal Information

This consent form is to be completed in the following circumstances.

- When photos and/or videos are taken, at non-public events, by the media or an outside organization or when interviews are undertaken where individual students are identified by name or face.
- When photos and/or videos are taken by a Board employee where individual students are identified by name or face and the material is to be used for purposes outside the school system.
- When photos are placed on a web site on the Internet for promotions and report purposes (i.e. School Newsletters). It is understood that the picture may be used in conjunction with the first name of the student.

I hereby give consent for \_\_\_\_\_  
Name of Student

to be:  Interviewed  Videotaped  Photographed  Tape recorded

by the local newspapers/media personnel for the purpose of recognizing students at events sponsored by the school (including sport activities, academic achievements, musical performances, Open House).

I hereby release, discharge and agree to save harmless Sturgeon Public School Division, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion or use in composite form, whether intentional or otherwise, that may occur or be produced in taking of said pictures or in any processing tending towards the completion of the finished product.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student if 18 Years or  
Older or Independent Student

\_\_\_\_\_  
Signature of Parent/Legal Guardian

I hereby give consent for my child's picture and name to be used on the Sturgeon Public School Division or the individual School's web site on the Internet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student if 18 Years or  
Older or Independent Student

\_\_\_\_\_  
Signature of Parent/Legal Guardian

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or FOIPP Coordinator at 780-939-4341.

See Sections 1(1)(m) and 1(3) of the School Act for the definitions and rights of an independent student @ [www.qp.alberta.ca](http://www.qp.alberta.ca).



## Copyright Release Form

I hereby grant permission to \_\_\_\_\_  
Name of School/Individual

on behalf of my child(ren) \_\_\_\_\_ to  
Name(s) of Student(s)

(please check appropriate boxes):

- record and tape my child(ren);
- display any of my child(ren)'s work; and
- reproduce any of my child(ren)'s work.

For non-profit, educational purposes, I understand the production(s) work(s) may be shown at education displays during open house, inservice sessions and other school related activities at school or school board sites or at school board sponsored displays in the community, or used in a school publication.

Signed this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Signature of Student if 18 Years or Older or  
Independent Student

\_\_\_\_\_  
Parent/Legal Guardian

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or FOIPP Coordinator at 780-939-4341.

See Sections 1(1)(m) and 1(3) of the School Act for the definitions and rights of an independent student.



## Canadian Anti-Spam Legislation Consent to Receive Commercial Electronic Messages

Sturgeon Schools would like to keep you informed about the latest school events and activities by occasionally sending out email and text messages via the Power Announcement messaging system. Occasionally these communications may include information related to school offers and activities such as field trips, student photos or clothing, yearbooks, advertisements, and events.

This information is consistent with what has been provided to you in previous years, but because these types of announcements are now referenced in the Canadian Anti-Spam Legislation, schools must adhere to the requirements of that legislation and receive prior permission before distributing information digitally.

Parent/Guardian of: \_\_\_\_\_ School: \_\_\_\_\_

- Yes, I hereby give consent for Sturgeon School Division and its schools or school groups to send electronic communications.
- No, I do not wish to receive communications related to my child's educational opportunities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Student  
if 18 years or older  
or Independent Student

\*Consent can be withdrawn at any time by contacting the school directly.  
For further information please contact your school principal.





## Field Trip Annual Consent Form (Low Risk Activities)

I/We understand that the Sturgeon School Division #24 (the Division) arranges for students within the Division to participate in field trips, which, in the opinion of the Division, have definite educational, athletic, or cultural value and are considered in the category of **low risk** activities. These day trips are very common and happen quite regularly throughout the school year. This form is not intended to request your approval for field trips that are considered high risk or overnight activities. A separate permission form will be sent home for high risk or overnight field trips.

I/We understand that any medical information requested would be collected for the purpose of student safety during field trips, including student athletic events (which are generally considered to have an inherent element of risk of injury despite all safety precautions).

I/We, being the custodial parent(s) or guardian(s) of \_\_\_\_\_ (the "student") consent to the student participating in any such field trips arranged by the Division, and we authorize the participation by the student. It is understood that my/our consent and authorization are subject to the following conditions:

- (1) The Division, through the relevant school, will advise me/us in writing of the following particulars of any field trip two weeks, if possible, and at least three school days, at minimum, prior to the intended date of the field trip:
  - (a) destination;
  - (b) arranged supervision;
  - (c) date(s) and time(s);
  - (d) transportation plans;
  - (e) associated risks that should be highlighted regarding the field trip;
  - (f) costs, if any; and,
  - (g) a telephone number through which additional information on the field trip may be obtained.
- (2) I/We acknowledge my right to obtain as much information as I require about the program(s) or activity(ies) and associated risks and hazards, including information beyond that provided to me by the school or Board.
- (3) I/We freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal injury due to an unforeseeable event associated with his/her participation. I consent that the Board, through its employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.
- (3) I/We have the right to advise the Division, through the relevant school, in writing, at least two school days before the commencement of any particular field trip, that I/we do not consent to the student participating in the field trip, in which event my/our consent and authorization will be considered as withdrawn for the particular field trip and the student shall not be allowed to participate in such field trip.
- (4) I/We have read, as per the reverse, the students' responsibilities, have discussed these with my child, and will comply with the parents'/guardians' responsibilities.
- (5) This consent, authorization and waiver shall be in effect for the current school year only.

DATED at \_\_\_\_\_, Alberta this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Custodial Parent/Guardian

\_\_\_\_\_  
Print Name

**Board Responsibility**

The Board will make every reasonable effort to ensure or ascertain that:

- Liability insurance is provided.
- The staff, volunteers and/or service providers involved are suitably trained and qualified.
- The students are adequately supervised over all aspects of the program/activity.
- The location(s) used are appropriate and safe for the activity(ies) and group.
- Equipment used has been inspected and deemed appropriate and safe.

**Students' Responsibilities**

Each student participating in a field trip shall:

- Comply with the rules and regulations, including directions and instructions from the school's and or service providers, administrators, instructors, and supervisors over all phases of the program/activity.
- Be prepared for the particular type of field trip (i.e., wear appropriate clothing and footwear to be prepared for possible seasonal weather variances).
- Participate in a responsible and cooperative manner during the trip.
- Complete all academic activities related to the field trip before, during, and after the trip in a satisfactory manner.

**Parents'/Guardians' Responsibilities**

Parents/Guardians are responsible to:

- Return the signed authorization form to the school by the required deadline.
- Advise the school of any medical and/or health concerns or dietary restrictions which may affect his/her participation in the stated program or activity.
- Ascertain if the level of risk associated with the trip is appropriate for their child.
- Reinforce with their child the importance of appropriate behaviour while on the field trip.

**Trip Emergency Medical Information**

Student Name \_\_\_\_\_ Birth Date \_\_\_\_\_ AB Health Care No. \_\_\_\_\_

Family Doctor and Telephone Number \_\_\_\_\_

Allergies (specify) \_\_\_\_\_

Reaction to above \_\_\_\_\_ Carries Epi Pen  Yes  No

Medical/Physical Conditions \_\_\_\_\_  
 \_\_\_\_\_

Medications taken \_\_\_\_\_

Other Health/Medication/Dietary Concerns: \_\_\_\_\_

**Emergency Contacts**

1. \_\_\_\_\_ Phone(H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

2. \_\_\_\_\_ Phone(H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or FOIPP Coordinator at 780-939-4341.



p 780.939.4341

tf 1.888.459.4062

f 780.939.5520

9820 – 104 Street, Morinville AB T8R 1L8

[sturgeon.ab.ca](http://sturgeon.ab.ca)

## Transportation Registration Process

Welcome to Sturgeon Public School Division.

Parents who would like their children transported to school by bus can use the following steps to register for this service.

- All registration applications and changes to your student's transportation needs must be submitted electronically. This allows us to transfer the data efficiently and timely. The registration form can be found on our Sturgeon Public School Division webpage under the transportation site or at <http://www.sturgeon.ab.ca/Transportation%20Form.php>
- [Due to some functions being disabled our electronic form is best filled out on a computer and not a mobile device.](#)
- Once your form is processed, you will receive a return email.
- [Parents will be limited to TWO transportation addresses only.](#) For example; Parents and Caregivers; Parent 1 and Parent 2 or Am pickup different from pm drop off.
- If your application indicates that your student is not funded by Alberta Education for transportation services then you will be assessed a fee to use the bus. Fee categories and definitions can be found on the website at <http://www.sturgeon.ab.ca/Fees%20Payment.php>
- Students needing to ride the bus the first week of school must have their registration applications processed prior to August 21, 2019. Any applications submitted after that date will be processed in as timely manner as possible but there will be no guarantee that it will be before the first day of school.
- Sturgeon Public School Division will no longer be allowing access to the transportation service prior to payment of transportation fees. If Transportation fees apply, they **must be paid** in advance of receiving bus service. Bus passes will be issued after payment has been received.

## Student Information Booklet

The *Freedom of Information and Protection of Privacy Act* (FOIPP) which came into effect for school boards on September 1, 1998, sets controls and standards on how public bodies such as school boards collect, use and disclose personal information that is in their custody or under their control.

The FOIPP Act requires that school boards:

- Collect personal information directly from the individuals the information is about, unless another method of collection is authorized under Section 34 (1)(a) of the Act;
- Provide the individual with the legal authority for the collection (e.g. School Act);
- Explain the purpose of the collection and how the information will be used; and
- Provide a contact person should an individual have questions relating to this activity.

The information collected during the student registration process is personal information as referred to in the *FOIPP Act*. This personal information is collected pursuant to the provision of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency), and pursuant to Section 33 (c) of the *FOIPP Act* as the collection is related directly to and is necessary to a school board's obligation to provide students with an educational program that meets their needs and to provide a safe and secure school environment (e.g. 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 Learning* for the purpose of carrying out programs, activities or policies under his/her administration (e.g. research statistical analysis).

**If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matter of access or privacy, please feel free to contact:**

**Division Principal/FOIPP Coordinator  
Sturgeon School Division  
Frank Robinson Education Centre  
9820 – 104 Street  
Morinville, AB T8R 1L8**

**Phone: (780) 939-4341  
Fax: (780) 939-5520**



**"...where great things are happening"**

## Uses of Information

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*. *Sturgeon School Division* believes the areas listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Following are examples of how personal information is used:

- The use of a student's name, photo and comments in the school calendar, newsletter, annual or other school publication, including yearbook, etc.;
- The taking of individual, class or team photos and the use of student photos for purposes of identification;
- The use of student names or artwork or other material displayed at school or Division sites, or at school sponsored displays in the community (provided that a copyright consent form has been signed respecting the works created by each student);
- The use of student names, related contact information and telephone numbers for absenteeism verification;
- The taking of photos and/or videos of classroom or other school activities, and their use, by the media or other organization where students are not interviewed or identified by name. (Where media or other organizations identify or interview individual students for use outside of the school, with the knowledge of the school staff, a separate, specific consent will be required. You will be contacted for permission prior to the event.) 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 activities at public events;
- The taking of photos and/or videos of classroom or other school activities by the Division 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, specific consent will be required. You will be contacted for permission prior to the event);
- The use of student names/photos for listings of honor roll, graduation, scholarship or other awards or for birthday recognition purposes;
- The circulation of information on a "need-to-know" basis regarding students who have severe or life-threatening medical conditions;
- The use of student names, related contact information and phone numbers by School Councils and volunteers for school purposes and for fan-out (these groups will be directed to destroy the information at the end of the current school year);

- The use of student names and academic information necessary for determining eligibility or suitability for provincial and federal awards or scholarships in the event that the Board applies on the student's behalf;
- The use of student names, addresses, parental and emergency contact information, for the provision of transportation services;
- To ensure the safety of students transported on school buses, information on any health conditions that may require emergency treatment by the driver will be provided to the bus driver;
- The use of student names and relating contact information for the *Regional Health Authorities* to assist with vision, speech, hearing, dental and immunization programs;
- Student lockers are the property of the *Sturgeon School Division* and are subject to search at any time, without notice, by the school administration or the RCMP.

If you have any concerns with these uses of information or other possible uses, please notify the school principal, in writing, and we will address your concerns.

## **Student Participation in School Athletics/Performing Arts**

*Athletics* – As part of the normal operation of school athletics, player rosters are compiled, consisting of player's name, position played, grade level, height and sometimes weight. Typically, this information is distributed to schools within the division/competing conference, schools hosting tournaments, various print and broadcast media, and the governing bodies of the respective athletic association. In addition, we enjoy and encourage an open relationship with the print and broadcast media in their endeavors to promote and report on school athletics, and to help us celebrate student success.

*Performing Arts* – Similarly, as part of the normal operation of a school's performing arts program (e.g. band, drama, etc.) student information is compiled, consisting of student name, grade level and sometimes the area of specialty within the arts program. This information is typically distributed to schools hosting competitions, various print and broadcast media, and the governing bodies of the respective performing arts association, if applicable. In addition, we encourage and enjoy an open relationship with the print and broadcast media in their endeavors to promote and report on school performing arts programs, and to help us celebrate student success.

It is considered important that the information listed below continues to be disclosed for those students participating in school athletics and performing arts programs. Students participating in these programs:

- Will have personal information, including name, grade, parent name(s) and contact information, along with other personal information relevant to their program/sport, released to the teacher/individual/coach in charge of the program or any formal parent group charged with organizing activities for the program/teams;
- May be interviewed by print/broadcast media in situations other than events open to the public;
- May be photographed/videotaped by the print/broadcast media at times other than public performances/competitions;
- May have their program/roster information disclosed to the print/broadcast media; and
- Will have their program information distributed to schools and/or agencies hosting competitions.

Information disclosed will be limited to that which is directly related to the student's involvement in their particular activity/sport.

Photographs or videos taken by the media or an individual at a school function where the public is welcome to attend are not within the control of the school or Board.

If you have any concerns over the release of personal information as indicated above, please identify your concern, in writing, to the school principal, and your request will be addressed.

**Parent/Guardians will be contacted by the school for a separate written consent in the following instances:**

- Photographs or videos taken by the media or any other organization where individual students are identified or instances where students are interviewed.
- Photographs or videos taken by the Division where the material will be used outside of the school system.
- Release of student names outside of the school.
- Copyright for artwork or creative writing, which will be reproduced for use outside of the classroom.
- Publication of your child(ren)'s name, photograph and/or school work on the School Division website.