

Purpose/Background

Rocky View Schools makes educational programs available to students who are of legal age to attend school and fall within the parameters outlined in this procedure.

Definitions

- Residence:** 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 Rocky View Schools as per the *Education Act*, Section 4, in which the student's parent/guardian resides. A student who is in the care of a foster parent under the Child, Youth and Family Enhancement 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 the student resides.
- Non Resident Student:** A student that resides outside the boundaries of Rocky View Schools in which the student's parent resides.
- International Student:** A student that resides with their parents outside of Canada, but who is temporarily attending Rocky View Schools with a valid study permit.
- 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 57.2 of the Child, Youth and Family Enhancement Act.

Procedures

1. Parents/guardians of students seeking admission to Rocky View Schools shall complete form AF301-A Student Registration or AF301-B International Student Registration, to establish legal name, age, citizenship and residency status.
2. Parents may enrol their child in Kindergarten in their designated school provided the child is five years of age by the last day of December in the year they begin school.
3. Students admitted to Grade One must be:
 - 3.1. Six years old by September 1, or
 - 3.2. Five years old and have completed Kindergarten in the previous year.
4. In order to register a student, parents/guardians will be asked to provide the following information:
 - 4.1. Proof of the child's age and legal name. One of the following documents will be accepted:
 - 4.1.1. birth certificate;
 - 4.1.2. adoption certificate;
 - 4.1.3. student authorization visa;
 - 4.1.4. Canadian citizenship papers, or permanent landed immigrant/residence documentation;
 - 4.2. Proof of the child's address. Documents accepted are utility bill, bill of sale or lease agreement;

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- 4.3. 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;
 - 4.4. Home, cell phone, and business telephone numbers (e-mail if available);
 - 4.5. Notification of special medical conditions or medications for the child;
 - 4.6. Alberta Health Care Card number (not mandatory);
 - 4.7. Caregiver name, if the child is in care of an adult other than parent/guardian for part of day;
 - 4.8. Name and address of child's previous school (applies to students moving into the system)
 - 4.9. A copy of child's most recent report card if applicable.
 - 4.10. A copy of the child's Individual Program Plan (IPP) if applicable.
 - 4.11. A copy of custody documents if applicable.
 5. If legal documentation is unavailable, please contact the Associate Superintendent of Schools for direction.
 6. The following forms are to be completed by parent/guardian once and retained on file:
 - 6.1. Student Registration Form AF301-A or International Student Registration Form AF301-B
 - 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/acknowledgements are to be completed annually as part of our “Annual Authorization” process and will be retained across all years the student is with RVS:
 - 7.1. Annual Field Trip Authorization and Emergency Medical Information – AF260-B/AF260-A
 - 7.2. Consent for Public Use of Student Images/Work – AF144-A
 - 7.3. Responsible Use of Technology Acknowledgement – Student – AF140-A
 - 7.4. Consent for Use of Non-Supported RVS Technologies – AF180-D (if using)(paper format only)
 - 7.5. PowerSchools' Student Demographic information is to be completed by parents through SchoolEngage, provided parent has access to the PowerSchool's Parent Portal.
 8. Non Resident Students are required to complete form AF305-A Out of Attendance Area Application. Information regarding out of attendance area applications may be found in Administrative Procedure 305 School Attendance Areas.
 9. International student registration must be coordinated through the RVS Schools Department.
 - 9.1. An international student must hold a letter of acceptance from Rocky View Schools and applicable tuition fees are to be paid in advance of student starting school (contact Area Director to discuss).
 - 9.2. All international students must complete the following:
 - 9.2.1. Completed International Student application form;
 - 9.2.2. Proof of custodianship;
 - 9.2.3. Payment of applicable international student tuition fees; and a

9.2.4. Valid study permit.

Reference:

- RVS AF301-A Student Registration
- RVS AF301-B International Student Registration
- RVS AP300 Access to Education
- RVS AP305 School Attendance Areas
- Section 3, 4, 7, 8, 9, 11, 12, 13, 16, 21, 32, 33, 43, 52, 53, 197, 204, 222 Education Act
- Canadian Charter of Rights and Freedoms Section 23
- RVS Policy 23 School Attendance Areas