



Registration Process During a Health Emergency for Canadian Citizens New to CBE

During a health emergency when access to school buildings is being limited for everyone's safety, the following is the process to register students new to CBE who are Canadian citizens.

Not Canadian Citizen | students new to CBE who are not Canadian citizens must contact CBE's Welcome Centre at 403-817-7789 or welcome@cbe.ab.ca for registration instructions.

REGISTRATION STEPS

Note | Parents / Legal Guardians / Independent Students unable to complete the registration form electronically, are asked to contact the school and arrange a time to complete the form at the school. Given that access to school buildings is limited at this time, it may take some time to get an appointment and we ask for your patience as we work to protect everyone's safety.

STEP 1: DETERMINE DESIGNATED SCHOOL

Every child in Calgary has a designated school based on their home address and the program they choose.

Find your designated school with our [find a school tool](#) along with the school's contact information and website address.

Note | Parents or guardians of children registering for kindergarten must submit the registration form and required documents to each alternative program or school in which they are expressing an interest.

STEP 2: DETERMINE WHICH REGISTRATION FORM TO COMPLETE

[Student Registration Form – Independent Student](#)

Any student considered legally “independent” as defined below, completes this form and may register in a school in The Calgary Board of Education without parental consent.

- 18 years of age and older; **or**
- 16 years or older; **and**
 - a) living independently as determined by a board in accordance with section 6 of the *Education Act*; **or**
 - b) a party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*, are considered “independent” under the *Education Act*.

[Student Registration Form – Dependent Student](#)

The parent / legal guardian of a child who does not meet the definition of “independent” as noted above, completes the “dependent” student registration form.

STEP 3: COMPLETE THE REGISTRATION FORM

The parent / legal guardian / independent student completes the appropriate form, prints, signs where noted (resident/non-resident and declaration), scans or take a photo of each page of the completed registration form then saves the file.

Save the file as “New Registration -” followed by the full legal name of the child/student. For example, if the full legal name of the child is Morgan Aubrey Smith, then the file is saved as New Registration - Morgan Aubrey Smith.

Note | Parents / Legal Guardians / Independent Students *without access to a printer*, can complete the registration form electronically, save using the naming protocol as stated above, and because they will not be able to sign the two declarations must include in the email to the school this statement:

- I hereby represent that I have the legal authority to register the person named on the attached registration form. I declare the information that I have provided on this form is complete and accurate. I will immediately notify the school of any changes to the information on this form

AND one of these statements:

- I declare that I am of the Roman Catholic faith.
- OR
- I declare that I am **not** of the Roman Catholic faith.

STEP 4: REQUIRED DOCUMENTATION

The parent / legal guardian / independent student scans a copy or takes a photo of the student proof of age, legal name and citizenship document. For a list of accepted proof of age, legal name and citizenship documents see the last page of the registration form.

The information provided on the registration form must match what is proven with documentation. If the documentation that you provide does not match the address where your child lives, your child will be withdrawn from the school part-way through the year and your child will be transferred to their regular designated program school or the designated overflow location, if necessary.

Please recognize that an abrupt mid-year move can disrupt learning and relationships.

Note | Parents / Legal Guardians / Independent Students who do not wish to provide the proof of age, legal name and citizenship document via email must contact the school and arrange a time to provide this in person *before the registration form can be processed*. Given that access to school buildings is limited at this time, it may take some time to get an appointment and we ask for your patience as we work to protect everyone's safety.

Do not send a copy of a proof of address.

STEP 5: EMAIL

The parent / legal guardian / independent student emails the designated school determined in STEP 1.

The subject line of the email is to be "New Registration -" followed by the full legal name of the child/student. For example, if the full legal name of the child is Morgan Aubrey Smith, then the subject line of the email is New Registration - Morgan Aubrey Smith.

Attach the registration form and the proof of age, legal name and citizenship document to the email.

To find the email address of the school:

- a) find the school in the School Directory (<https://cbe.ab.ca/schools/school-directory/Pages/default.aspx>);
- b) click on the school name; and
- c) copy the email address.

STEP 6: CONFIRMATION OF RECEIPT OF REGISTRATION REQUEST

The school will review the registration form and reply to the email from the parent / legal guardian / independent student based on whether:

- A. the documentation has been included and the form is correct and complete;
- B. the documentation has not been included and the form is correct and complete;
- C. the documentation is not one of the accepted proof of age, legal name and citizenship documents and/or the form is incorrect or incomplete
- D. it has been emailed to a school that is not the designated school based on the address provided or age of the child.

For the text of the email that will be sent, please refer to *Confirmation of Receipt of Registration – School Email Text*.

STEP 7: CONFIRMATION OF REGISTRATION

Until documents can be verified in person at the school, student registration is conditional. In the majority of cases this will not be done until the health emergency is over.

Note | for non-resident students, schools are to note this in PowerSchool under the Extended Enrollment tab by entering “The Calgary Roman Catholic Separate School Division” in the Resident Board field.

Instructions are on Page 17 | 84 of the *PowerSchool | Enrolling & Withdrawing Students* user guide.

It is expected that in the vast majority of cases, documentation provided in person will verify that the address is within the school’s designated boundaries, the student is age appropriate for the school, and, in the case of dependent students, that the person who completed the registration has the authority to do so.

Should this be the case, the registration status will change from conditionally registered to accepted.

However, if the documentation indicates that the address is *not* within the school’s designated boundaries or the student is *not* age appropriate for the school then the student will be **withdrawn** from the school and the parents / legal guardians / independent student directed to register at the designated school.

In the case of a:

- dependent student where the person who completed the registration form did *not* have the authority to complete the form, the registration process will have to be completed in a timely fashion by the person who does have the authority to complete the form otherwise the student will be **withdrawn**.
- student who indicated they were independent who in fact is *not* an independent student, their parent / legal guardian will need to follow the registration process for a dependent student and do so in a timely fashion otherwise the student will be **withdrawn**.

