

## ENROLMENT VERIFICATION DOCUMENTATION

### Legislation: Education Act, Section 56, and the Student Record Regulation

### Policy: Funding Manual for School Authorities

The student record must contain all information affecting the decisions made about the education of the child/student that is collected or maintained by a board, regardless of the manner in which it is maintained or stored, including:

Section 2(1) of the Student Record Regulation outlines what must be included.

- 1) Verification of Citizenship (at least one of the following):
  - Record to include student's legal name, birthdate

Acceptable copies of one of the following:

- Birth Certificate within Canada
- Canadian Citizenship or Passport
- Type of Visa or other document supporting lawful admittance to Canada for permanent or temporary residence with expiry dates.
  - ◆ Temporary resident documents must be updated if expired.
  - ◆ The Confirmation of Permanent residence document does not expire. If this is collected for identification an annual update is not required.
  - ◆ Permanent resident (PR) cards are valid for 5 years. Schools are requested to ask for updated PR card if expired.

- 2) Registration Information:
  - New registration information - student's name, parent/guardian name(s), addresses, phone numbers of student and the parent(s), student identification number(s), birthdate, gender, the resident board of the student, names of all the schools attended in Alberta and enrolment dates if known,
  - Returning students- updated demographic information
  - Other required information on Registration Form such as:
    - Section 23
    - FNMI declaration
  - Both types of registration are verified by parent/guardian **annually**.
- 3) A copy of any separation agreements, court orders or custody documents issued by a Court of Queen's Bench if applicable.

- 4) Information to verify coding (may include but is not limited to):
  - First Nations, Metis, Inuit- Provide the opportunity for self-declaration on the annual registration. This is mandatory in all K-12 registration for school boards and level 2 accredited private schools;
  - Home Education notification form, program plan and documentation to support 2 visits if applicable;
  - English as a Second Language/Francisation- Annual assessment documentation
- 5) Formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by a board or by a third party when requested by a parent.
- 6) Test results of the student on any test conducted by or on behalf of the Province and standardized tests administered by a board to all or a large portion of students or a specific grade level.
- 7) Annual summary of a student's school attendance.
- 8) Annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled.
- 9) Any health information that the parent or student wishes to be placed on the student record.
- 10) Information about any suspension of more than one day or expulsion must be retained in the record for a minimum of 1 year and maximum of 3 years following the date of the suspension or expulsion after which the information must be removed from the student record.
- 11) If the parent of the student is eligible to have the student taught in French Language pursuant to section 23 of the Canadian Charter of Rights and Freedoms a notation to indicate the desire to exercise that right.
- 12) If the parent of the student or the student wishes to provide information that the student is of aboriginal ancestry with a notation indicating whether the student is Status Indian/First Nations, Non-Status Indian First Nations, Metis or Inuit.
- 13) If an individualized program plan is specifically devised for a student, the current plan and any amendments to the plan must be placed on the student record of that student in addition to summaries of all of the previous school years' individualized program plans.

### Detailed Enrolment Information

- 1) Detailed attendance records to substantiate the September 30 count date.
- 2) A record of students transferred in and out. Keep current year registration, attendance record and a copy of citizenship document.
- 3) A list of all students enrolled on the September 30<sup>th</sup>.