



2019-2020

If your child is interested in registering at Donnan School in the Sports Alternative Programs, it is very important to understand that it is a 2 STEP PROCESS.

You must register both at Donnan School **AND** with the Sport Program through Academics & Athletic Development (AAD).

Step 1 - Registering at Donnan School

- 1) ***If your child is currently at an EPSB school***, the online pre-enrollment process is done through SchoolZone from March 11th - April 15th, 2019. In Edmonton Public Schools, all parents **MUST** use SchoolZone as the tool to register their child for the 2018-2019 school year.
 - SchoolZone opens to *parents* on **Monday, March 11TH, 2019 at 9:00 a.m.**
 - SchoolZone closes to *parents* on **Monday, April 15TH, 2019 at 4:00 p.m.**

When parents sign in to their parent account, they can:

- choose the “Next Year” tab
- select the name of the child they are pre-enrolling
- follow the instructions to select their child’s preferred school for next year
- change the preferred school selection until **4:00 p.m. on April 15th, 2019** (SchoolZone will track each change)

Please see Schoolzone for more information. After April 15th, please contact our school office (780)466-8573 for more information

- 2) ***If your child is NOT currently at another EPSB school***, then you must complete a EPSB registration form. The completed registration form must be handed in to the main office along with
 - a) Copy of your child’s most recent progress report
 - b) Confirmation of address for the student’s parent/guardian (Driver’s license, Utility bill, etc)
 - c) Legal proof of the child’s name, citizenship and birth date (Birth Certificate, Passport, etc)
 - d) Please complete the “Desired Program” section on the front page of the registration form. Indicate whether your child would like to be registered in the regular program (AAP) or in a specific Sports Alternative program (ie Hockey, Lacrosse, Sport Fit, Brazilian Jiu Jitsu or Elite Athlete)

Step 2 - Registering in the Sport Program with AAD

For AAD's online registration, please follow the steps listed below to complete your application:

Go to <https://secure.aadie.ca>

Click "Sign Up" in the left menu

Create your username and password by filling in the text boxes on that page. (please write down this username and password as you will be using it every time you login to the system)

Once that is completed and submitted, an AAD administrator will approve your account, an email will be sent to the email you provided (please add admin@aadie.ca to your safe sender list so this email does not go into your junk folder), and you will be able to login to your account.

Go back to <https://secure.aadie.ca> and use your username and password to login

You will now be on the welcome screen which shows your account with students and their programs, payment plans etc.

Click "Contacts" on the left menu and create a mother/father/emergency contact (all fields with a red star are required), make sure to click "Save and Create Contact" to save each contact

Then, click "Students" section on the left menu

Fill in the information in the text boxes and click "Save and Create Student" for each student you would like to register

Click "Registrations"

Select your newly created student from the student pull-down menu on that page, select the program they will be registered for in the Program pull-down menu, leave the start/end dates, "New" in the Status just means they are new to our online registration, and in the notes section, if applying for hockey, please just put in tier/division and position played, for all other programs just leave blank. **click "SUBMIT" to register the student in the program**

Do the same for any other students you would like to register with AAD.

Then, Click "Payment Setup"

You will be asked to agree to our payment policy, please read this and click "agree" to continue.

On this page you will be asked for either a credit card number or bank account information using a cheque. Please be assured that our encryption is comparable to that of your bank's, so your private info is safe. **Please make sure to click "SUBMIT " before continuing.**

Click "Payment Plan"

On his page will be options for a payment plan for your fees, the chart will show you the deposit for each program that is being applied for, as well as the cost for quarterly, monthly or full payment plans.

Please choose the payment plan you would like, making sure the credit card or Electronic Fund Transfer you would like is selected in the "payment method" box, and **click " SUBMIT" to continue.**

At this point, that is all you need to fill out, later you can log back in to check on your payments, to get statements or to register for any other programs or events that your student would like to participate in.

I hope this helps, if there are any other issues, please contact our support person travis.bouchard@partner.epsb.ca



PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

This registration form is a legal document. Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or legal guardian, or by the student (if living independently). This form is used to enrol a student who is new to Edmonton Public Schools, or who is returning to the District.

Office Use Only
EPS #, ASN #, Program, School, Grade, Room, First Day of School (Month, Day, Year)

STUDENT INFORMATION
Print the student's legal surname (last name) and given names below. These are the names on the student's birth certificate or adoption papers. If the student uses a different first or last name, there is a space at the end of this section for preferred name.
Student's Legal Last Name, Student's Legal First Name, Student's Legal Middle Name, Preferred First Name, Preferred Last Name, Student's Residence, Mailing Address, Primary Phone, Student Cell Phone - Optional

SCHOOL HISTORY
Has the student ever registered at an Edmonton Public School? Yes No
IF YES - Previous EPSB School: Edmonton Public Schools ID number (if applicable):
IF NO - Previous Non-District School: City: Province/Country:

CITIZENSHIP STATUS
What is the citizenship or immigrant status of the student?
Canadian citizen, Lawfully admitted to Canada for permanent residence (student), Temporary Resident: Expiry Date Required (International Students only):
Child of a Canadian citizen, *Child of an individual lawfully admitted to Canada for permanent or temporary residence, *Step-child of a Canadian or Temporary Foreign Worker

FRANCOPHONE RIGHTS - SECTION 23 (Optional)
According to the School Act and section 23 of the Canadian Charter of Rights and Freedoms, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/legal guardian is a resident of Alberta and: French was the first language learned, and is still understood, by at least one parent; or, one or more of the parents, or one or more of their children have received, or are receiving instruction in a French first language program or school in Canada (this does not include a French immersion program).
Do you claim entitlement to a francophone education under the terms of the School Act? Eligible Ineligible
If eligible, provincial Student Record Regulation requires Edmonton Public Schools to release demographic information about the student and parent to the local Francophone Education Board upon written request from that school jurisdiction.

DISCLOSURE RESTRICTIONS
A parent/legal guardian may have their right to access information about a student removed by a legal process. Please indicate if a legal document exists which restricts access to information about this student: Yes No
If you have answered yes, the school will collect the required documentation which will be retained on the student's record. If you have answered no, the information collected on this registration form and documents collected under the Student Record Regulation may be disclosed as permitted under the regulation.

PARENT/LEGAL GUARDIAN INFORMATION

If there are two parents or guardians, it is important to fill in both sections below, whether or not the parents or guardians are living together. A guardian is defined in section 20 of the Family Law Act, or a guardian appointed under Part 5 of the Child Welfare Act, Part 1, Division 5 of the Child, Youth and Family Enhancement Act or section 23 of the Family Law Act.

***NOTE:** It is very important that you indicate whether or not **each** parent/guardian or independent student is Roman Catholic or not Roman Catholic. Under the terms of the *School Act*, the residency status of a student is based on religion and where the parent(s) or legal guardian(s) live. A student is a **resident** of Edmonton Public Schools if at least one of the parents or guardians live in Edmonton and is not Roman Catholic.

Parent/Legal Guardian	Relationship to Student (<i>select one</i>) <input type="checkbox"/> biological or adoptive mother <input type="checkbox"/> biological or adoptive father <input type="checkbox"/> legal guardian		
	Last Name		
	First Name		Mr., Mrs., Ms., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	City	Province Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)
	Other Phone (<i>with area code</i>)		Email
Religious Declaration (<i>check one</i>) *See note above <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			

Parent/Legal Guardian	Relationship to Student (<i>select one</i>) <input type="checkbox"/> biological or adoptive father <input type="checkbox"/> biological or adoptive mother <input type="checkbox"/> legal guardian		
	Last Name		
	First Name		Mr., Mrs., Ms., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	City	Province Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)
	Other Phone (<i>with area code</i>)		Email
Religious Declaration (<i>check one</i>) *See note above <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			

OPTIONAL - Other Relevant Adult	Relationship to Student (<i>select one</i>) <input type="checkbox"/> step-father <input type="checkbox"/> step-mother <input type="checkbox"/> other: _____		
	Last Name		
	First Name		Mr., Mrs., Ms., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	City	Province Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)
	Other Phone (<i>with area code</i>)		Email

OPTIONAL - Other Relevant Adult	Relationship to Student (<i>select one</i>) <input type="checkbox"/> step-father <input type="checkbox"/> step-mother <input type="checkbox"/> other: _____		
	Last Name		
	First Name		Mr., Mrs., Ms., Dr., etc.
	Address (<i>if different from student's</i>)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	City	Province Postal Code
	Primary Phone (<i>with area code</i>)		Secondary Phone (<i>with area code</i>)
Other Phone (<i>with area code</i>)		Email	

FAMILY CIRCUMSTANCES Are there any family circumstances about which you wish the school to be aware?

EMERGENCY/MEDICAL INFORMATION	An emergency contact is someone who may be contacted if the student's parent/legal guardian is unavailable.
EMERGENCY CONTACTS (<u>NOT</u> STUDENT'S PARENT/LEGAL GUARDIAN)	
Emergency Contact #1	
Primary Phone of Emergency Contact #1 (<i>with area code</i>)	Other Phone (<i>with area code</i>)
Emergency Contact #2	
Primary Phone of Emergency Contact #2 (<i>with area code</i>)	Other Phone (<i>with area code</i>)

MEDICAL INFORMATION (*Optional*)

You do not have to provide information on medical concerns, but the information could be crucial to the well-being of the student.

Are there any serious medical conditions about which you wish the school to be aware? Please indicate below:

Diabetes Epilepsy Allergies (*please specify*) Haemophilia Heart Condition Asthma Other (*please specify*)

Medical Notes:

Student's Alberta Health Care Number: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

The personal information collected on this form is part of the District registration process and is authorized under the provisions of the *School Act* and its regulations and also under Section 33(c) of the FOIP Act. All personal information collected during the registration process and during the course of the school year will be used to provide an educational program and ensure a safe and secure school environment. If you have any questions or concerns regarding the collection or intended use of this information please contact the school principal or visit the following link:
http://www.epsb.ca/media/epsb/schools/registerforschool/EPsb_CollectionUseOfPersonalInfo.pdf.

ADDITIONAL ENROLMENT INFORMATION

CITIZENSHIP DOCUMENTATION

Citizenship Documentation: Expiry Date (if applicable):

Parent Work Visa/Permit	Month	Day	Year
Parent Study Visa/Permit	Month	Day	Year
Confirmation of Permanent Residency	Month	Day	Year
Permanent Residency (Card)			
Temporary Residency			
Citizenship Card			

Birth country, if not Canada

The following questions are asked to assist in program placement and to assist in communication in an emergency.

Is English the student's first language? Yes No

What language is mainly spoken at home?

STUDENT PROTECTION

An individual may be forbidden contact with the student by way of a legal process.

Please indicate if a legal document exists which forbids an individual from having contact with this student: Yes No

If you have answered yes, the school will collect the required documentation which will be retained on the student's record.

ABORIGINAL SELF-IDENTIFICATION (Optional)

If you wish to identify yourself as an Aboriginal person, please specify:

Status Indian/First Nations Non-Status Indian/First Nations Métis Inuit

For further information, please refer to <http://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 Edmonton Public School's First Nations, Métis, and Inuit Education unit at 780-429-8580.

INDEPENDENT STUDENT STATUS

The *School Act* defines an independent student as someone who is: (i) 18 years of age or older, or, (ii) 16 years of age or older, and (a) who is living independently, or, (b) who is a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act.

Are you claiming status as an **Independent Student** under the definition of the *School Act*? Yes No

Religious Declaration (check one) *See note on page 2 Not Roman Catholic Roman Catholic

DECLARATION BY PARENT, LEGAL GUARDIAN, OR INDEPENDENT STUDENT

The information provided in this document is true, correct and complete. I have identified all parents and legal guardians for this student. The individuals identified in the "parent/legal guardian" section have the right to view student information and make educational decisions for this child, unless otherwise indicated here and supported with legal documentation.

Further, I recognize that it is my responsibility to notify my child's school should the above information change.

Date: _____ Signature: _____

Office Use Only

A copy of any student identification documentation should be placed in the Student Record. **Bolded documents** will be accepted in the event of an enrolment audit. If a child's document does not prove right of access to education in Alberta, a parent document is required as well.

LEGAL STUDENT IDENTIFICATION VERIFICATION DOCUMENT

Select applicable documentation(s):

CHILD DOCUMENTS	PARENT DOCUMENTS
Alberta Adoption Order	<i>A parent document is ONLY required if the child document does not prove right of access to education in Alberta.</i>
Alberta Birth Certificate	Canadian Birth Certificate
Canadian Birth Certificate outside Alberta	Study Permit (if not expired)
Canadian Citizenship Certificate	Canadian Temporary Resident Work Visa (if not expired)
Canadian Permanent Resident Card	Canadian Passport (if not expired)
Confirmation of Permanent Residency (if not expired)	Canadian Permanent Resident Card
Canadian Passport (if not expired)	Confirmation of Permanent Residency (if not expired)
For Canadian citizens – Registration Form (with Temporary Declaration)	

ADDRESS VERIFICATION

More than one document may be required. Select applicable documentation(s):

<input type="checkbox"/>	Operator's License
<input type="checkbox"/>	Utility Bill
<input type="checkbox"/>	Lease Agreement
<input type="checkbox"/>	Property Tax Bill
<input type="checkbox"/>	Other:

Address verification documents are NOT part of the student record. Do not retain at the school.

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE FORM

Edmonton Public Schools is requesting your permission to use your child’s personal information (i.e., image, grade and/or name, etc.) in public venues or on the Internet where the general public may have access to the information in order to communicate with parents, the community and the general public.

CONSENT TO POST OR PUBLISH STUDENT INFORMATION

By signing this form, you are agreeing that your child’s personal information may be used in the following ways by the school and school district. Examples include, but are not limited to:

- video recordings
- displays
- posting pictures, videos, podcasts or presentations online
- brochures, program booklets, newsletters or publications
- accessing and posting information to public websites or social media applications (i.e., Facebook®, Instagram®, YouTube®, Twitter® and other emerging technologies).

Classroom lessons may also be digitally recorded to provide material for staff development or to demonstrate good professional practices. These recordings may be shared with other educational organizations.

Some websites may require students to login and provide information such as their name, school and email address when they are sharing digital images, videos and presentations across the school district or on public websites.

<input type="checkbox"/> YES – I consent to my child’s information being used for the above stated purposes.	<input type="checkbox"/> NO – I do not consent to my child’s information being used for the above stated purposes.
Student’s Name	<div style="background-color: black; color: white; padding: 2px; text-align: center; font-weight: bold;">Office Use Only</div> EPS # <input style="width: 100px;" type="text"/>
Print Parent/Guardian/Independent Student Name(s)	
Parent/Guardian/Independent Student Signature(s)	Date

To make sure that you know and understand how your child’s information may be used, the school administration and/or your child’s teacher will continue to communicate with you and provide you with additional information on events and projects that your child may be participating in.

Consent is voluntary and you may withdraw your consent and request that your child’s personal information be removed from sites that are administered by Edmonton Public Schools by notifying the school principal in writing.

Please note that once photographs, student names and other identifying information is released in any public forum, Edmonton Public Schools cannot control or prevent the further distribution or use of the material by those who access the information.

For more details on how personal information is used in Edmonton Public Schools, visit www.epsb.ca/media/epsb/schools/registerforschool/EPSPB_CollectionUseOfPersonalInfo.pdf.

Freedom of Information and Protection of Privacy Act (FOIP)
 In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Edmonton Public Schools is authorized and required under the provisions of the School Act and its regulations to collect, use and disclose personal information that is necessary to provide educational programming and ensure a safe and secure school environment for students.



Collection and use of personal information by Edmonton Public Schools

Edmonton Public Schools collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information.

Below are some **examples** of how and where personal information may be used. This list is not intended to be all-inclusive:

- use of student's name and related contact information for absenteeism verification;
- use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook or an internal website such as SchoolZone;
- the taking and use of individual, class, team, club or school videos and photos within the school for internal school purposes;
- use of student's name on artwork or other material to be displayed at the school or another Edmonton Public Schools' site;
- use of student's name on lists such as honour rolls, scholarships or other awards within the school or school district;
- managing and validating school passwords and email accounts;
- sharing information with Alberta Education.

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, Edmonton Public Schools is authorized and **required** under the provisions of the *School Act* and its regulations to collect, use and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students.

Edmonton Public Schools uses Google Apps for Education allowing all students and staff to communicate and collaborate. Any emails, documents, presentations or files created in Google Apps for Education is stored on servers located outside of Canada and subject to foreign laws.

Please note: photos or videos of students attending or participating in school activities (e.g., sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. Edmonton Public Schools cannot control or prevent the further distribution or use of these photos, videos, images or other personal information.

When student information is used by the school or the school district for purposes beyond educational programming and student safety, the FOIP Consent Form must be signed and returned to the school.

Please contact the school principal if you have any questions or concerns regarding the collection or intended uses of this information.

DONNAN
SPORTS ALTERNATIVE PROGRAMS
HOCKEY, LACROSSE, SPORT FIT, JIU JITSU & ELITE

2019-2020

PLEASE PRINT AND FILL IN THE FOLLOWING INFORMATION:

Student Last Name: _____ First Name: _____

Grade : _____ Address: _____

City : _____

Previous School Attended: _____

Parent Name(s): _____

Email: _____ Phone: _____

Please circle the Sports Program of Choice:

Hockey

Lacrosse

Sport Fit

Jiu Jitsu

Elite

Students who require specialized supports and services

Is your child currently identified as requiring specialized supports and services, or identified as special education needs?

_____ YES _____ NO

If YES, what is the Alberta Education coding? _____

Does your child currently have (or have had in the past) a Learner Support Plan (formerly Individualize Program Plan – IPP)?

_____ YES _____ NO

I acknowledge that the above information to be true, correct and complete and verify that all information contained in the EPSB Registration Form is correct. I consent to the release of information to allow school authorities to fulfil their obligation under the School Act.

Parent Signature: _____ **Date:** _____



**ACKNOWLEDGEMENT, WAIVER OF RIGHTS, RELEASE OF LIABILITY
AND INDEMNITY AGREEMENT**

The undersigned, _____, (the "Participant") and their parent or lawful guardian, for themselves, their heirs, executors, administrators, successors and assigns, acknowledge that the **Academic & Athletic Development Institute of Edmonton ("AAD")** is a non-profit, limited liability society incorporated under the laws of the Province of Alberta, and that the activities of the said society will include athletic and recreational programs, and related events and activities, in which the risk of loss or damage to property and serious injury, including, but not limited to: death or permanent paralysis is significant.

The undersigned agree that, in consideration of being allowed to participate in the activities of **AAD**, they knowingly and freely assume all risks and perils in relation to any and all of the activities of **AAD**, and that **AAD**, its officers, directors, servants, agents, volunteers and/or any other parties contracting with it (including without limiting the generality of the foregoing, professional advisers, school boards and other boards and agencies, sponsors, advertisers, owners and occupants of any premises used for activities and their respective officers, directors, servants, agents and/or any other parties contracting with them) as well as other participants in the activities of **AAD**, shall not be held responsible for and are hereby remised, released and forever discharged and held harmless and indemnified in respect of any and all liability whatsoever connected with or resulting from any death, injury, loss or damage to the undersigned, or any other person, or property resulting from participation in, or presence at, or use of equipment and/or premises in relation to, the activities of **AAD** whosoever and whatsoever.

The undersigned agree that **AAD** or its officers, directors, servants, agents, volunteers and/or any other parties contracting with it (including without limiting the generality of the foregoing, professional advisers, school boards and other boards and agencies, sponsors, advertisers, owners and occupants of any premises used for activities and their respective officers, directors, servants, agents and/or any other parties contracting with them) as well as other participants in the activities of **AAD**, are not held responsible for any items that may become lost or stolen.

The undersigned hereby give consent for medical and/or dental treatment and admission to any facilities for those purposes in the event of accident or injury to any person.

The undersigned hereby grants **AAD** complete access to all personal information collected for programming purposes. Some uses of this personal information by **AAD** include:

- use of the participant's name, photo, or comments in **AAD** newsletter, website or other publications
- use of individual or group photos for promotional purposes
- use and disclosure to the public of participant's names in regard to awards or achievements related to the activities of the program

The undersigned acknowledges that they can have access to facilities not part of the training program based upon scheduled availability.

The undersigned have read and understand this agreement and confirm that it is signed freely and voluntarily and without any compulsion or inducement. The undersigned agree that signatures on this document delivered electronically shall be fully effective and enforceable as if signed and delivered in original (wet) form.

Dated at the City of Edmonton, in the Province of Alberta, this _____ day of _____, 20____.

Print name of Participant

Participant's Signature

I, as parent or legal guardian of the above named minor Participant, for myself and on behalf of the said Participant, do consent and agree to the above terms and conditions.

Print name of Parent or Legal Guardian
(For participants under 18 years of age)

Parent or Legal Guardian's Signature
(For participants under 18 years of age)

A.A.D. FOIP AND MEDIA CONSENT

Academic Athletic Development (A.A.D.) may be contacted by the media agencies (newspaper, radio, television) for access to student athletes for quotes or interviews. These audio and video images may be published or aired in a variety of locations, including television, radio, newspapers and websites or used for publications.

In addition, A.A.D. may wish to include a student athlete's pictures and/or quote in A.A.D.'s publications (brochures, program booklets or newsletters) that will be shared with the general public. A.A.D. might also include a student's picture on the program's website, social media, posters or brochures. A.A.D. may wish to publish the names of students who are recipients of awards or scholarships on websites or other promotional media. Names, pictures, audio and/or quotes may be used in subsequent years after student athletes are no longer enrolled in A.A.D. for promotional use or alumni lists both on websites and in A.A.D. publications.

A.A.D. may work in collaboration with Edmonton Public Schools in promotional activities and student athlete's picture and/or quote may be used in these joint activities. A.A.D. will not share any information with other organizations without prior consent of a parent or guardian.

Please indicate by checking off the following items to indicate your consent for your child to be:

Website's and Publications

- Photographed for the A.A.D.'s websites and publications
- Student athletes' name and grade posted on A.A.D. websites and publications
- Photographed, interviewed or quoted for A.A.D. publications, advertisements and promotional materials

Media

- Audio taped and identified for radio
- Videotaped and identified for television or film
- Quoted, photographed and identified in newspapers, newsletters or promotional media

I do not want my child's information used

Students name: _____ (please print)

Parent/Guardian signature: _____ Date: _____

This consent may be revoked at anytime by written letter. Please contact the A.A.D. Executive Director for further information