



## 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 who have access to a computer.

Parents / Legal Guardians / Independent Students without access to a computer are asked to contact the school and arrange a time to complete the form at the school.

Current CBE students use a [Transfer Request: K-9 Schools](#) or [Transfer Request: High School](#) to move between schools.

**note** | students new to CBE who are not Canadian citizens, contact CBE Welcome Centre 403-817-7789 or [welcome@cbe.ab.ca](mailto:welcome@cbe.ab.ca) for instructions.

1. The parent / legal guardian / independent student completes the [Student Registration Form – Dependent Student](#) or [Student Registration Form – Independent Student](#) prints, signs (resident/non-resident and declaration) then saves the file.

**note** | for parents / legal guardians / independent students without access to a printer, in the email please type:

- 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”

and

- 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.”

2. The parent / legal guardian / independent student scans a copy or takes a photo of the student proof of age and legal name document. For a list of accepted proof of age and legal name documents see the last page of the registration form. **Do not send a copy of a proof of address.**
3. The parent / legal guardian / independent student emails the school and attaches the registration form and the proof of age and legal name document.

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.
4. The school will conditionally register the student providing the address is within the school's designated boundaries and the student is age appropriate for the school.

5. Once the health emergency is over, the school will email the parent / legal guardian / independent student who completed the form and ask that they bring the following documents to the school for verification purposes during the school office hours:

- proof of address document with the parent's / legal guardian's / independent student's name (e.g., utility bill, bank statement, income tax statement, federal correspondence, property tax assessment);
- original of proof of age and legal name document which the school will compare to the emailed document; and
- photo ID of the person who completed the form to verify their identity.

If the two declarations on the form were not signed when emailed, have parent / legal guardian / independent student do so at this time.

Once you have reviewed the documents if they:

- verify that the proof of address is within the school's designated boundaries, the student is age appropriate for the school, and the person who completed the registration has the authority to do so, then the registration changes from conditionally registered to accepted.
- indicate that the address is *not* within the school's designated boundaries or that the student is *not* age appropriate for the school or the parent / legal guardian / independent student did *not* have the authority to complete the form, then the registration changes from conditionally registered to **withdrawn**. The school will direct the parent / legal guardian / independent student to the correct school or will explain what documentation is required.