

K-12 Registration Form

REGISTERING FOR THE FRENCH IMMERSION PROGRAM?

YES NO



FOR OFFICE USE ONLY: (Please ensure Proof of Age and Residency are provided and initial in allocated area)

CATCHMENT SCHOOL: _____ **Date:** _____ **STAFF INITIALS**

Information Verified By (Staff Name): _____

Current Year: Enrollment Date: _____ Grade: _____

Next Year: Date of Registration: _____ Time of Registration: _____ Current/Next Grade: _____

Cross Boundary: YES NO **If YES, Name of Cross Boundary School Requested:** _____

REGISTRATION DOCUMENTATION:

Proof of Age:	Proof of Residency:	Proof of Physical Address (catchment area schools only):
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Immigration Canada Documents <input type="checkbox"/> Passport <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Indigenous Status Card <input type="checkbox"/> Driver's License (if over 19)	<input type="checkbox"/> Driver's License <input type="checkbox"/> Rental Agreement <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Utility Bill <input type="checkbox"/> Parent's Care Card <input type="checkbox"/> Parent's BC Services Card	<input type="checkbox"/> Driver's License <input type="checkbox"/> Proof of Purchase of Residence <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Notary Authorized Letter <input type="checkbox"/> Rental Agreement, Accompanied With: <input type="checkbox"/> Hydro <input type="checkbox"/> Gas <input type="checkbox"/> Cable OR <input type="checkbox"/> Phone Bill <input type="checkbox"/> Mortgage Statement

TO BE COMPLETED BY PARENT/GUARDIAN (this point forward):

STUDENT INFORMATION:

LEGAL Name: _____
(Last Name) (First Name) (Middle Name)

USUAL Name: _____
(Last Name) (First Name) (Middle Name)

Date of Birth: _____ **Age:** _____ **Legal Gender:** M F / **Preferred Gender:** M F Other
(DD-MM-YYYY)

Phone(s)/Email: _____
(Student Home) (Student Cell) (Student Work – if applicable) (Student Email)

Address: _____
(Apt. #, Street Name) (City) (Province, Postal Code)

Mailing Address (if different from above): _____

CITIZENSHIP:

Country of Birth: _____ **Citizen of:** _____ **Immigration Status:** _____

LANGUAGE:

First Language: _____ **Used at Home:** _____ **Most Used:** _____

INDIGENOUS ANCESTRY: NO YES / If YES, please tick the applicable ancestry below:

Inuit Metis Non-Status Status-Off Reserve Status-On Reserve

Band of Origin: _____ **Band of Residence:** _____

FORMER SCHOOL / STRONGSTART:

Name of Former School: _____ **School District #:** _____ **City:** _____

Has student ever attended a Mission School or StrongStart Program? NO YES: **School Name:** _____

MEDICAL:

Care Card Number: _____ **Doctor's Name:** _____ **Phone:** _____

Student has potentially life-threatening condition. **Provide Details:** _____

SPECIAL NEEDS or LEARNING CONSIDERATIONS:

Identified Special Needs / Learning Needs NO YES **Specify:** _____

Student currently has an Individualized Education Plan (IEP) NO YES: **If YES, Current Designations(s):** _____

Other Information: _____

PARENTS/GUARDIANS:**Parent/Guardian #1.**

Relationship: _____ Last Name: _____ First Name: _____

Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)Living with Student? YES NO / Has Custody? YES NO / Can Pick-Up? YES NO / Speaks English? YES NO

Address if Different from Student's: _____

Parent/Guardian #2.

Relationship: _____ Last Name: _____ First Name: _____

Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)Living with Student? YES NO / Has Custody? YES NO / Can Pick-Up? YES NO / Speaks English? YES NO

Address if Different from Student's: _____

CUSTODY:Are there any legal documents in force re: Custody / Guardianship / Access? YES NOIf YES, have you provided the school with a copy of these legal documents? YES NO**CUSTODY-Agency Representative: (e.g., MCFD)** Continuing Custody Order Temporary Custody OrderIf YES, have you provided the school with a copy of these legal documents? YES NO**EMERGENCY CONTACT INFORMATION: (OTHER than Parents/Guardians)****Contact #3.**

Relationship: _____ Last Name: _____ First Name: _____

Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)Can Pick-Up? YES NO / Speaks English? YES NO**Contact #4.**

Relationship: _____ Last Name: _____ First Name: _____

Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)Can Pick-Up? YES NO / Speaks English? YES NO**Contact #5.**

Relationship: _____ Last Name: _____ First Name: _____

Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)Can Pick-Up? YES NO / Speaks English? YES NO**SIBLING INFORMATION:****Sibling #1.**

Relationship: _____ Last Name: _____ First Name: _____

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Sibling #2.

Relationship: _____ Last Name: _____ First Name: _____

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Sibling #3.

Relationship: _____ Last Name: _____ First Name: _____

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Sibling #4.

Relationship: _____ Last Name: _____ First Name: _____

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

I VERIFY THAT THE INFORMATION CONTAINED IN THIS REGISTRATION IS ACCURATE AND COMPLETE.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature (if student is under 19): _____ Date: _____

Photograph, Video, and Media Consent Form



File No. 1025.15

School Districts must comply with the *Freedom of Information and Protection of Privacy Act* which sets out the privacy rights of individuals and provides regulations on protecting personal information for the public sector.

Mission Public Schools must have consent to collect, use, and publicly release photographs, videos, and audio of students.

Please complete the information below and return this form to your school.

Student names or images may be shared for the following purposes:

1. School yearbooks

<input type="checkbox"/>	YES , I consent for the release of my child's personal information for the prescribed purpose outlined above.
<input type="checkbox"/>	NO , I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

2. School and / or school district website, newsletter, social media sites, or videotaping in the classroom and / or during special events for presentation purposes.

<input type="checkbox"/>	YES , I consent for the release of my child's personal information for the prescribed purpose outlined above.
<input type="checkbox"/>	NO , I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

Student Name:
School:
Parent/ Guardian Name:
Parent/ Guardian Signature:
Date:

NOTE: Mission Public Schools does not have control over public events at which individuals voluntarily appear or attend, and external media is present.

The information described above is collected in accordance with **Section 26 (c) (d) and (g)** of the *Freedom of Information and Protection of Privacy Act*. Mission Public Schools must seek consent to disclose personal information for the examples listed above. Questions and concerns should be directed to the School Principal or the District Privacy Coordinator.

This form was last revised: **September 24, 2021**

Mission Public Schools Privacy Officer: Angus Wilson and Corien Becker

Mission Public Schools Privacy Coordinator: Ilona Schmidt

Email: info.sd75@mpsd.ca

The Board of Education will set appropriate standards for users to access the MPSD Network, Internet, and Wi-Fi Access in order to perform work and studies. This use must not jeopardize operation of the School District Network or the reputation and/or integrity of the School District.

General Guidelines

Internet Usage

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to withstand public scrutiny and/or disclosure. Sites should be accessed in accordance with the criteria established in the [Selection of Supplementary Learning Resource Materials Administrative Procedure #212](#).
- Sensitive information must not be transmitted via or exposed to Internet access.
- Internet usage must be consistent with professional conduct and not for personal financial gain.
- Users must not attempt to obscure the origin or any message or download material under an assumed Internet address.
- Administrators must ensure that all student users sign a [Network, Internet and Wi-Fi Access User Agreement Form for Students K -12](#) before access is allowed. Parents/guardians will be advised by the School District that they can withdraw their consent at any time.
- The Systems Administrator monitors the use of the School District network and will monitor selected network traffic at the request of School District administration or the Ministry of Education.

Responsibilities

Users

- Users are responsible for ensuring that their use of the MPSD Network, Internet and Wi-Fi is appropriate and consistent with this policy.
- Users with an Access Agreement completed are personally responsible for the security of their user account, if one is granted, as follows:
 - Passwords must not be disclosed to any other individual.
 - Responsible for all activity that occurs within their account.
 - Notifying the immediate supervisor, teacher or systems administrator immediately if a security problem is suspected.
- Users are responsible for informing a teacher, an administrator or the system administrator if they mistakenly access inappropriate information or receive any message that they feel to be inappropriate.
- Users are responsible for following virus protection procedures to avoid the spread of computer viruses.
- Users are responsible for checking their email on a regular basis and for deleting unwanted messages.

Administrators

- Administrators are responsible for ensuring that all students review this policy, the [Computer Network Administrative Procedure # 601](#) and [Internet Access for Students and Staff: Safe Practices Administrative](#)

[Procedure #107](#). These policies are to be reviewed annually with users and parents of students to ensure they are aware of their obligations and responsibilities.

- Administrators and supervisors are responsible for taking appropriate action when this policy is contravened.

Systems Administrator

- The District Systems Administrator is responsible for monitoring network usage in term of traffic/load.
- On an annual basis, the systems administrator will delete all non-renewed network access agreements (i.e. graduated students, students who do not have parental and/or school permission, students who have withdrawn, transferred, etc.).
- Students that leave the School District, will have their accounts disabled. Student's accounts will be purged and deleted at the end of each school year.
- Limited privacy is afforded to student personal files on the School District network through routine maintenance and monitoring of the system.
 - Pursuant to the School Act, parent(s)/guardian(s) have the right to view the contents of their student's files.
 - A search will be conducted if there is a reasonable suspicion that a student has breached the rules and regulations governing use of the MPSD.CA network, the [District Code of Conduct Policy #19](#), or the law.
- The School District will cooperate fully with law enforcement officials conducting an investigation into illegal activities related to student use of the MPSD.CA network.

Safe Practices

- The MPSD.CA network must not be used for any of the following. Engaging in any of these activities may be considered an illegal act and subject to an investigation by school and/or law enforcement officials.
 - transmitting any materials in violation of Canadian laws;
 - violating, or attempting to violate, the security of the district's computers, data or network equipment or services;
 - offering, providing or purchasing products or services;
 - political lobbying;
 - posting or linking personal and/or private information about themselves or other people. (See the Information and Privacy Act for a definition of *personal information*);
 - knowingly or recklessly posting false or defamatory information about a person or organization;
 - engaging in personal attacks, including prejudicial or discriminatory attacks;
 - using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language at any time;
 - harassing another person;
 - posting chain letters or sending unnecessary messages (spamming) to a large number of people;
 - posting information that could cause damage or danger;
 - plagiarizing works found on the Internet;
 - accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate literature);
 - pursuing unauthorized access or attempt to access another person's accounts, files or computer;
 - attempting to spread or create computer viruses, destroy data or disrupt the computer system in any way;
 - engaging in any act that contravenes the [District Code of Conduct Policy #19](#).

Administrative Procedure #210b

Network, Internet, and Wi-Fi Procedure for Students K – 12



Date Adopted: October 2001

Date Amended: April 2018

Definition:

- *“User” means students authorized to access the network, internet and Wi-Fi via a School District service provider and.*
- *“Internet” means the global interconnection of data networks that commonly use (but are not limited to) the Internet Protocol.*
- *“Sensitive Information” means personal, confidential or protected information whose release is unauthorized – i.e. information which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.*
- *“Offensive material” includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.*

Cross Reference: [District Code of Conduct Policy #19](#)

[Internet Access for Students & Staff: Safe Practices Administrative Procedure #107](#)

[Selection of Supplementary Learning Resource Materials Administrative Procedure #212](#)

Network, Internet and Wi-Fi Access User Agreement Form for Students K – 12



The personal information on this form is collected by School District No. 75 (Mission) under the authority of the School Act. The information will be used for educational purposes. This information will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District No. 75, 33046 4th Avenue, Mission, BC, V2V 1S5, 826-6286.

Student Section

Student Name: _____ Div: _____

School: _____ Grade: _____

I have read *Administrative Procedure #210b: Network, Internet, and Wi-Fi Procedure for Students K-12* and I agree to follow the rules and regulations in the policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent or Guardian Section

Students under the age of 19 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of the above-named student, I have read *Administrative Procedure #210b: Network, Internet, and Wi-Fi Procedure for Students K-12* and agree to abide by the provisions therein. I understand that network services are intended for educational purposes.

In consideration of the privilege of using the MPSD.CA Network, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MPSD.CA Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Student Acceptable Use Policy and Regulations. I will emphasize to my child the importance of following the rules for personal safety and understand that it is impossible for the School District No. 75 (Mission) to restrict access to all controversial materials, and I will not hold School District No. 75 (Mission) responsible for materials acquired via its networks.

I give permission for _____ (name of student) to access the SD75.MISSION Network and/or the Internet and/ or Wi-Fi and certify that the information contained in this form is correct.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Home Address: _____ Phone: _____

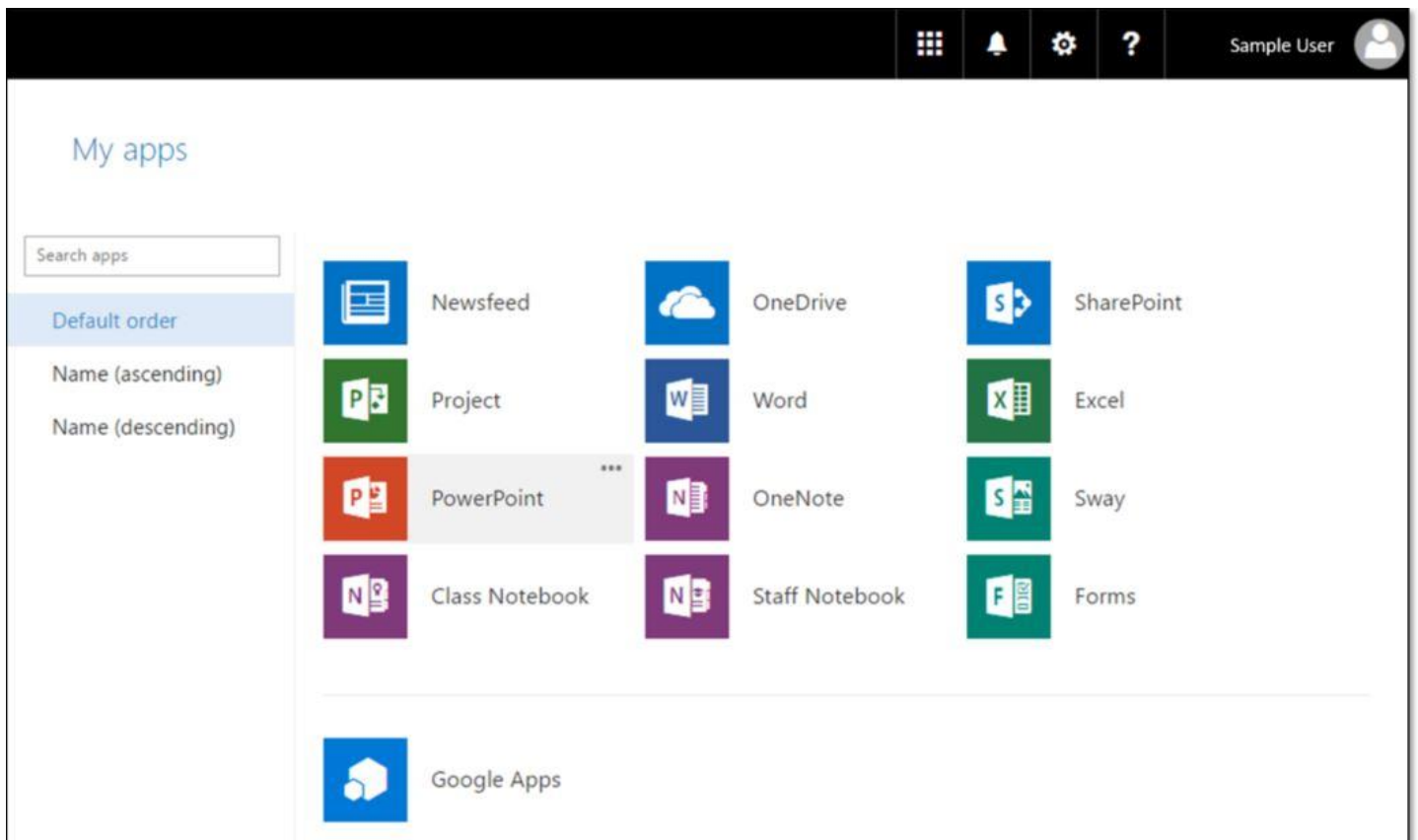
This form will be retained at the office of the enrolling school of the student.

What is Office 365

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to teachers who are currently working at an academic institution and to students* who are currently attending an academic institution. The service includes Office Online, and OneDrive online file storage. This service also allows teachers and students to install the full Office applications on up to **5 PCs or Macs for free**.

Students MUST have parent permission granted for Office 365

This form is initially completed at Kindergarten entry or by new students to Mission, and when a student is transitioning from Elementary to Middle, and Middle to Secondary School.



Dear Parent/Guardian:

Students will be provided with personal user accounts to create and manage their school assignments through Office 365.

As a school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. This requires the school district to ensure families provide consent for educational digital resources. This is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Students' creations will be archived as an educational project under the authority of s.27(1)(a)(i) of FOIPPA and only accessible to the student who created it. In accordance with this Act, we must at all times protect the privacy of students under our care.

_____, School Principal

School Address and Contact Information:

Consent:

Office 365 - I have read the above information from _____ School and understand that when implementing a web-based service we will be creating personal, private accounts for students. I understand that the objective of *Office 365* is to enable opportunities to create and manage school assignments. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided.

I consent to my child using *Office 365*.

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- Student's work in *Office 365* may be accessed by the student's teachers, school based administrator and you as the invited parent.

This consent will be considered valid **from the date at which it is signed and must be completed another time when the student transitions to the next education level**. I also hereby acknowledge that I have read and understood the above information on *Office 365*.

Print Name of Student

Grade

Date

Signature of Parent or Guardian

Date

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

This form must be returned, signed and dated, to the student's school so that an *Office 365* account can be created.

Consent Form *All About Me*

Dear Parent/Guardian:

_____ School will be using All About Me which is a product of myBlueprint. Students in grades K-6 will be provided with personal user accounts to engage in the process of learning, reflection, and self-discovery with a digital portfolio. This form is initially completed at Kindergarten entry or by new students to Mission.

As a school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. This requires the school district to ensure families provide consent for educational digital resources. This is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Students' creations will be archived as an educational project under the authority of s.27(1)(a)(i) of FOIPPA and only accessible to the student who created it. In accordance with this Act, we must at all times protect the privacy of students under our care.

_____ -School Principal
School Address and Contact Information:

Consent:

myBlueprint - I have read the above information from _____ School and understand that when implementing a web-based service we will be creating personal, private accounts for students. I understand that the objective of this service is to enable digital tools for students to explore education. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided. I also recognize that I may be invited to view my child's work in My Blueprint and as a guest I will be respectful of not sharing classroom photos that may be posted by my child.

I consent to my child using *myBlueprint*

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- Student's work in *myBlueprint* may be accessed by the student's teachers, school based administrator and you as the invited parent.

I also hereby acknowledge that I have read and understood the above information on the use of All About Me and myBlueprint. This consent will be considered valid **from the date at which it is signed.**

Print Name of Student

Grade

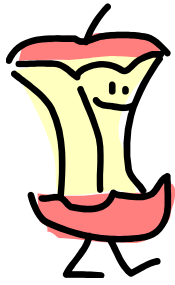
Date

Signature of Parent or Guardian

Date

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

This form must be returned, signed and dated, to the student's school so that *All About Me* portfolio can be activated for the student named above.



BC School Fruit and Vegetable Snack & Dairy Programs

Our school was very fortunate to be selected to participate in the BC School Fruit and Vegetable Snack & Dairy Programs this year. Students will receive a free snack twice a week every other week. This snack is not meant to replace food normally consumed at recess or lunch. The goal is to increase fruit and vegetable consumption. Fruits and vegetables contain vitamins, minerals, phytochemicals, antioxidants, and fibre that promote health and prevent disease. Studies show that Canadians in general are not eating enough fruits and vegetables. Eating one more fruit or vegetable a day can make a difference. The fruit will be delivered to the school already washed and ready for consumption. We will also be participating in a dairy (milk) program.

There is no cost to have your child participate in this wonderful program. We do however ask that you complete the bottom of this form and return it to the school as soon as possible.

Sincerely,

Dr. Lisa Clarke
School Principal

BC School Fruit and Vegetable Snack & Dairy Programs

I give permission for my child _____ to participate in the BC School Fruit and Vegetable Snack & Dairy Program being offered at Windebank Elementary.

_____ No, my child does not have any food allergies.

_____ Yes, my child has food allergies, which are: _____

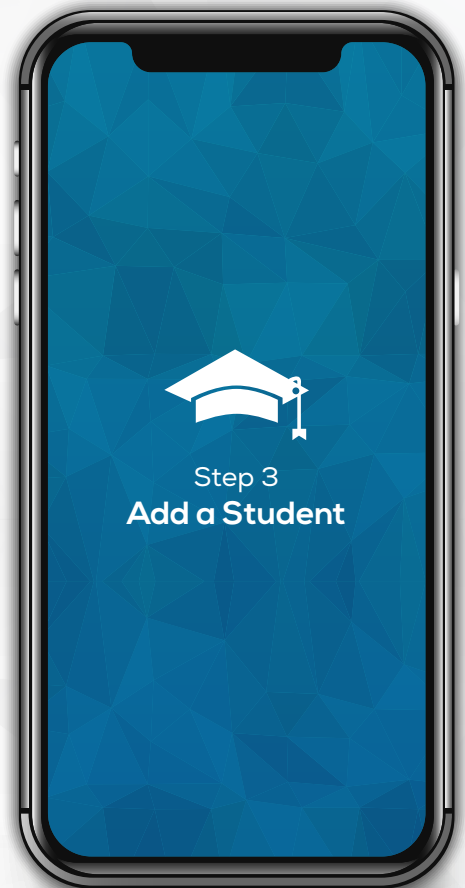
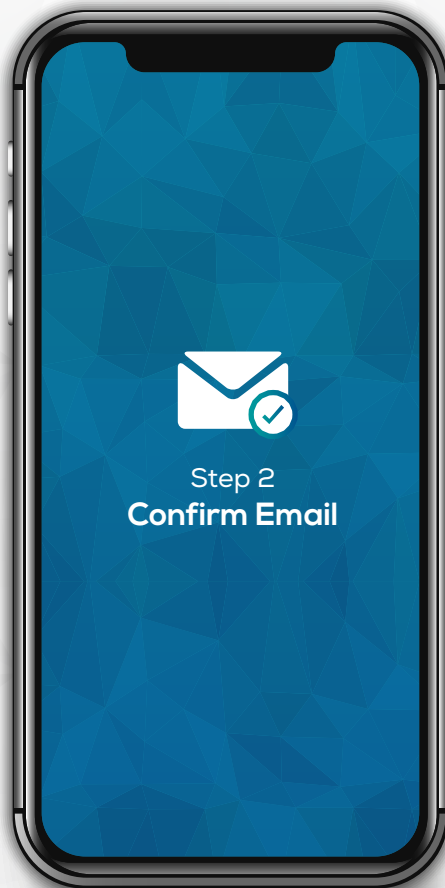
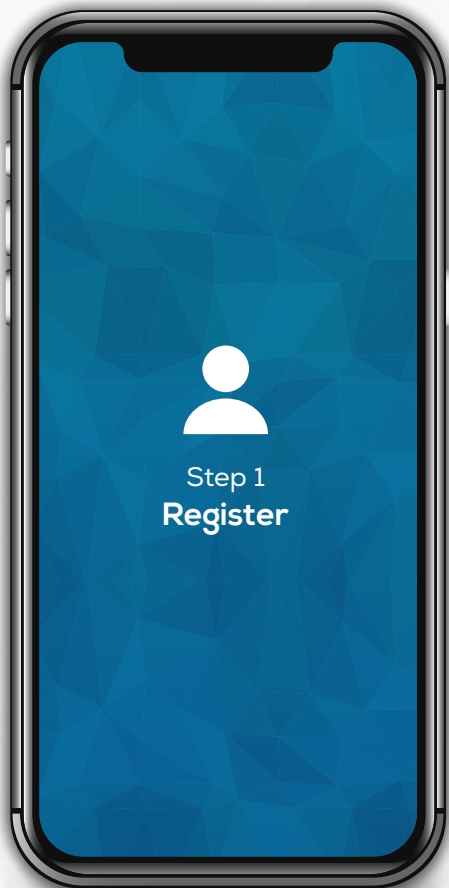
Parent/Guardian signature

Date

Welcome to SchoolCashOnline

Fast. Safe. Convenient.

For safety and efficiency reasons, Mission School District would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE!
It takes less than 5 minutes to register. Please follow these step-by-step instructions so you will begin to receive email notifications regarding upcoming events involving your child.



Go to
<https://mpsd.schoolcashionline.com>
and click on **Register**.

- ✓ Enter in your first name, last name, email and create a password.
- ✓ Select a security question.
- ✓ Check YES to receive email notifications

A registration confirmation email will be forwarded to you. **Click on the link provided inside the email** to confirm your email and School Cash Online account (**check spam**).

The confirmation link will open the School Cash Online site, prompting you to **sign into your account**. Use your email address and password to log in.

This step will connect your child to your account.

- Enter the **School Board Name**.
- Enter the **School Name**.
- Enter Your Child's **First Name, Last Name and Date of Birth**.
- Select **Continue**.
- On the next page confirm that you are related to the child, check in the **Agree** box and select **Continue**.
- Your child has been added to your account.

If you require assistance, select the **SUPPORT** option in the bottom right hand corner of the screen or go to helpdesk.supportschoolcashionline.com

Fast. Safe. Convenient.

Welcome to *School Cash Online*

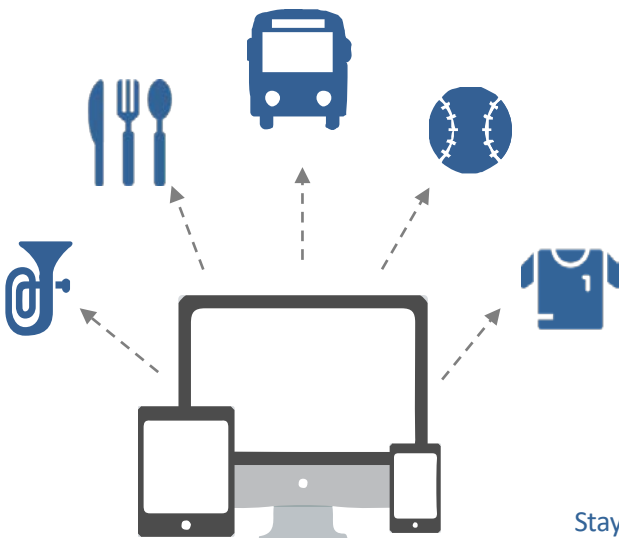
What is School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

Why Use School Cash Online?

With School Cash Online, you can pay all your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

Purchase these items and more online.



Which Payment Methods are Accepted?



Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



eCheck

An electronic version of a paper cheque used to make payments online. Anyone with a chequing or savings account can pay by eCheck through School Cash Online.

How to Register

Follow these instructions to create your School Cash Online account today.

- 1 **Create Your Profile:**
Go to <https://mpsd.schoolcashonline.com> and click on "Get Started Today".
- 2 **Confirm Your Email:**
Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.
- 3 **Add a Student**
Click "Add Student" and fill in the required fields with your child's details.

Stay connected by selecting "Yes" to email notifications about upcoming fees.

- I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

For more information contact Parent Helpdesk at
parenthelp@schoolcashonline.com or 1.866.961.1803