

PLEASE PRINT

Student Name: _____

Registering for Grade: _____

Are you planning to obtain an Alberta High School Diploma? Yes No

Will you be attending another school while taking courses with us? Yes No

If so, please provide name of School and number of credits: _____

All of the following documents MUST be returned at time of registration. Registered students will receive an approval letter.	Returning Student	New Student	Office Use
1. This Registration Checklist	✓	✓	
2. Registration Form	✓	✓	
3. High School Program Plan	✓	✓	
4. Copy of Psycho-Educational Assessment where one exists	✓	✓	
5. Diploma and AP Course Contract (if applicable)	✓	✓	
6. Registration Questionnaire		✓	
7. Student Cumulative/Confidential Records Release Form (we may contact your current school prior to June 30, 2010)		✓	
8. Copy of <u>most current</u> progress report/assessment/report card		✓	
9. Copy of student Birth Certificate. If student is not a Canadian citizen, a copy of visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence.		✓	
10. Guardianship/Custody documents, if applicable		✓	

Notice to Parent or Guardian of Religious Permeation

The Alberta Human Rights Act requires a school board to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

All of the schools in this district are Catholic Separate Schools, the essential purpose of which is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises.

Every course of study and educational program, all institutional materials, instruction and exercises may include subject matter that deals primarily and explicitly with religion.

School Division Use of Personal Information

Once the information is collected and compiled, Christ the Redeemer Catholic Schools believes the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Here are examples of activities where the information may be used:

- the taking of individual, class, team or club photos for school purposes.
- the use of student name, photo and comments for school publications.
- the use of students' names in honour rolls, work ethic (listings), graduation ceremonies, scholarship or other awards within the school or school board.
- the use of students' names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf.
- the taking of photos and/or videos at field trips, sporting events, and workshops, and their use by the media or other organizations where students are not interviewed or identified by name or face. Where individual students are identified or interviewed and the materials will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school.
- the use of students' names on artwork or other creative work or material of students displayed at school or school board site or at a school board sponsored display in the community, provided the copyright release form is properly completed. (Note: this relates to the *Copyright Act (Canada)*, NOT the *F.O.I.P.P. Act*)

OFFICE USE ONLY

Date Received

Counsellor	
# Students	

Intake Registrar Trevlac Records Finance

ST. PAUL'S ACADEMY

Admission Criteria for Part-Time High School Students 2010-2011

Criteria of Part-Time Students

- A student is considered part time when he/she takes two or less courses with St. Paul's Academy in a given school year or if the student is registered with another school simultaneously.
- Registration form with applicable documentation and fees must be received before the registration will be processed. (See fees below).
- Students must be in good standing (all work assigned to date) by week six of the course. Any student not in good standing at that time will automatically be removed from the course.
- Online orientation must be completed prior to commencement of the course.
- We do not accept students applying for a 4th year of high school without prior approval of the St. Paul's Academy Principal.

Diploma Level Courses

In addition to the above, a student may enroll in a diploma level course based on the following criteria:

- Only ONLINE teacher paced courses will be considered.
- The student must have 70% or higher in the pre-requisite course.
- If the student has not completed an online course with us previously or is attending another school, approval of the Principal of St. Paul's Academy must be obtained.
- Signed Diploma Course Contract form must accompany registration.

Fees

- A \$100 non-refundable course fee is due upon registration for each 5 credit course or \$75 for each 3 credit course.
- A \$100 textbook deposit is required at time of registration and will be refunded upon return of ALL textbooks.
- A \$25 shipping charge will be applied for each shipment of books. This fee is to be paid with the registration and is non-refundable.

Alberta Distance Learning Courses (ADL)

- Part-time students wishing to access Alberta Distance Learning Courses are responsible for full tuition fees, cost of materials and shipping charges, when applicable. Textbooks are to be returned directly to ADL and may qualify for a reimbursement.

PLEASE PRINT

Student Legal Last Name	Legal First & Middle Name(s)	M/F	Grade 2010/11	Birthdate: (y/m/d)
Preferred Last Name	Preferred First Name	Citizenship		Catholic? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student lives with: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Independent Student <input type="checkbox"/> Other (specify) _____				
Student's Mailing Address		City/Town & Province		Postal Code
Student's Street Address (or if rural, Legal Land Description)				City/Town & Province
(Area Code) Home Phone Number	Legal Guardian Email Address		Alberta Education ID Number	
Mother/Legal Guardian Last Name	First Name	(Area Code) Home Phone	Work Phone	Cell/Other
Father/Legal Guardian Last Name	First Name	(Area Code) Home Phone	Work Phone	Cell/Other
Mailing Address of parent if different than student		City/Town & Province		Postal Code
Name of Resident School Board		Name of school attended in 2009-10		

Student has been identified as having special learning needs and/or has had an Individual Pupil (Education) Plan? Yes No

According to Section 10 of the *School Act* and Section 23 of the *Canadian Charter of Rights and Freedom*, a student is eligible to receive instruction in French if:

- Either parent's mother tongue is French (French was the first language learned & understood by one of the parents)
- Either parent was educated in French in Canada
- One or more children in the family have received primary or secondary school instruction in French in Canada

Is the child eligible to receive French language education? Yes No

If so, do you wish to exercise this right? Yes No

If you are an Aboriginal person, please specify: Status Indian/First Nations Non-Status Indian/First Nations Metis Inuit

(Alberta Education is collecting this personal information pursuant to *Section 33(c) of the F.O.I.P.P. Act* as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5 (780)427-8501.)

I hereby certify that:

- 1. The above information is correct to the best of my knowledge and the student is a resident of Alberta;**
- 2. I have read and understood the "School Division Use of Personal Information" section in this registration package; and**
- 3. I will comply with the technical requirements and funding summary as outlined in the 2010-2011 Registration Handbook.**

Signature of Independent Student or Legal Guardian

Date

Approved by The Centre for Learning@HOME Principal

Date

The information requested on this form is being collected pursuant to the *School Act*, the *Student Records Regulation AR 71/99* and pursuant to *Section 33(c) of the F.O.I.P.P. Act* for the establishment of a student record as the collection is related directly to and is necessary to a school board's obligation to provide a school environment (e.g., program placement, determination of eligibility and/or suitability for provincial or federal funding). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g., research, statistical analysis). If you have any questions or concerns, please contact the F.O.I.P.P. coordinator at 46 Elma Street West, Okotoks, AB T1S 1J7 or telephone (403)938-2659/1-800-737-9383.

Student Name: _____ Grade 2010/11: _____ Credits: _____

GRADE 10	Credits	✓	GRADE 11	Credits	✓	GRADE 12	Credits	✓
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CORE COURSES								
English 10-1 Teacher Paced	5		English 20-1 Teacher Paced	5		English 30-1 Teacher Paced	5	
English 10-1 Self Paced	5		English 20-1 Self Paced	5		English 30-1 Correspondence	5	
English 10-1 Correspondence	5		English 20-1 Correspondence	5		English 30-2 Teacher Paced	5	
English 10-2 Teacher Paced	5		English 20-2 Teacher Paced	5		English 30-2 Correspondence	5	
English 10-2 Self Paced	5		English 20-2 Self Paced	5		English 35 Advanced Placement	3	
English 10-2 Correspondence	5		English 20-2 Correspondence	5				
Math 10-C Teacher Paced	5		Math 20 Pure Teacher Paced	5		Math 30 Pure Teacher Paced	5	
Math 10-3 Teacher Paced	5		Math 20 Pure Self Paced	5		Math 30 Pure Correspondence	5	
			Math 20 Pure Correspondence	5		Math 30 Applied Teacher Paced	5	
			Math 20 Applied Teacher Paced	5		Math 30 Applied Correspondence	5	
			Math 20 Applied Self Paced	5		Math 31 Teacher Paced	5	
			Math 20 Applied Correspondence	5		Math 35 Advanced Placement	3	
			Math 24 Teacher Paced	5				
			Math 24 Self Paced	5				
			Math 24 Correspondence	5				
Science 10 Teacher Paced	5		Biology 20 Teacher Paced	5		Biology 30 Teacher Paced	5	
Science 10 Self Paced	5		Biology 20 Self Paced	5		Biology 30 Self Paced	5	
Science 14 Teacher Paced	5		Chemistry 20 Teacher Paced	5		Chemistry 30 Teacher Paced	5	
Science 14 Self Paced	5		Chemistry 20 Self Paced	5		Chemistry 30 Self Paced	5	
Science 14 Correspondence	5		Physics 20 Teacher Paced	5		Physics 30 Teacher Paced	5	
			Physics 20 Self Paced	5		Physics 30 Self Paced	5	
			Science 24 Teacher Paced	5				
			Science 24 Correspondence	5				
Social Studies 10-1 Teacher Paced	5		Social Studies 20-1 Teacher Paced	5		Social Studies 30-1 Teacher Paced	5	
Social Studies 10-1 Self Paced	5		Social Studies 20-1 Self Paced	5		Social Studies 30-1 Correspondence	5	
Social Studies 10-1 Correspondence	5		Social Studies 20-1 Correspondence	5		Social Studies 30-2 Teacher Paced	5	
Social Studies 10-2 Teacher Paced	5		Social Studies 20-2 Teacher Paced	5		Social Studies 30-2 Correspondence	5	
Social Studies 10-2 Self Paced	5		Social Studies 20-2 Self Paced	5				
Social Studies 10-2 Correspondence	5		Social Studies 20-2 Correspondence	5				
Physical Education 10 Self Paced	5		Physical Education 20 Self Paced	5		Physical Education 30 Self Paced	5	
Physical Education 10 Correspondence	5		Physical Education 20 Correspondence	5		Physical Education 30 Correspondence	5	
			CALM Teacher Paced	3				
			CALM Self Paced	3				
			CALM Correspondence	3				

COMPLEMENTARY COURSES								
Art 10	5		Art 20	5		Art 30	5	
Green Certificate	Varies		Green Certificate	Varies		Green Certificate	Varies	
French 10 - 3Y Teacher Paced	5		French 20 - 3Y Teacher Paced	5		French 30 - 3Y Teacher Paced	5	
Performing Arts 15	NEW! 5		Performing Arts 25	NEW! 5		Performing Arts 35	NEW! 5	
			Personal/General Psychology Teacher Paced	6				
			RAP (Registered Apprenticeship Program)	Varies		RAP (Registered Apprenticeship Program)	Varies	
Religious Studies 15 Teacher Paced	3		Religious Studies 25 Teacher Paced	3		Religious Studies 35 Teacher Paced	3	
Spanish 10 - 3Y Teacher Paced	5		Spanish 20 - 3Y Teacher Paced	5		Spanish 30 - 3Y Teacher Paced	5	
Special Projects 10	5		Special Projects 20	5		Special Projects 30	5	
Sports Performance 15	NEW! 5		Sports Performance 25	NEW! 5		Sports Performance 35	NEW! 5	
Work Experience 15	up to 10		Work Experience 25	up to 10		Work Experience 35	up to 10	
Youth Leadership 15	NEW! 3							

CAREER & TECHNOLOGY STUDIES (CTS) - ALL TEACHER PACED								
Information Processing Introduction	5		Financial Management Introduction	5		Foods Introduction	5	
INF1030 - Word Processing 1			FIN1010 - Personal Financial Information			FOD1010 - Food Basics		
INF1060 - Spreadsheet 1			FIN1020 - Accounting Cycle 1			FOD1020 - Baking Basics		
INF1070 - Digital Presentation			FIN1030 - Accounting Cycle 2			FOD1030 - Snacks & Appetizers		
INF2020 - Keyboarding			FIN2020 - Retail Accounting 1			FOD1040 - Meal Planning 1		
INF2100 - Reports			FIN2030 - Retail Accounting 2			FOD1060 - Canadian Heritage Foods		
Information Processing Intermediate	5		Financial Management Advanced	5		Foods Intermediate	5	
INF2050 - Word Processing 2			FIN3010 - Advanced Accounting			FOD2030 - Food Decisions and Health		
INF2080 - Spreadsheet 2			FIN3020 - Management Accounting			FOD2040 - Cake and Pastry		
INF2090 - Correspondence			FIN3030 - Capital Accounting			FOD2080 - Vegetables/Fruits/Grains		
INF2910 - Project B			FIN3040 - Financial Statements			FOD2090 - Creative Cold Foods		
INF2920 - Project C			FIN3060 - Financial Analysis			FOD2150 - Food Safety and Sanitation		
Information Processing Advanced	5		Legal Studies Introduction	5		Foods Advanced	5	
INF3010 - Hardware/Software Analysis			LGS1010 - You & the Law 1			FOD3020 - Nutrition & Digestion		
INF3060 - Word Processing 3			LGS1020 - You & the Law 2			FOD3030 - Creative Baking		
INF3080 - Project Management Tools			LGS2010 - Family Law			FOD3060 - Food Presentation		
INF3910 - Project D			LGS2020 - Labour Law			FOD3100 - Food Evaluation & Innovation		
INF3920 - Project E			LGS2050 - Law & the Traveller			FOD3140 - International Cuisine		
Tourism Advanced	6		Legal Studies Advanced	5		Community Health	1	
TOU1010 - The Tourism Industry			LGS3010 - Consumer & Property Law			CMH2030 - Community Volunteerism		
TOU3030 - Food Service Operations			LGS3020 - Dispute Resolution					
TOU3040 - Hotel/Motel Operations			LGS3040 - Negligence					
TOU3060 - Travel Agency Operations			LGS3070 - Landmark Decisions					
TOU3070 - Reservations and Ticketing			LGS3080 - Criminal Law					
TOU3080 - Air Transportation								

PLEASE PRINT

In order to better serve your family and to best meet the educational needs of your student,
please complete this questionnaire.

Student Name: _____ Grade: 2010/11 Completed by: _____
Legal Guardian

All Programs – Complete questions 1-12:

1. Why have you selected The Centre for Learning@HOME's program offerings?
2. What was your child's schooling program for 2009-2010 (home education, blended, online, distance education or traditional school)?
3. Was the last program you followed successful? Why or why not?
4. Has your child ever received a special education code from Alberta Education? If yes, code:
5. Has your child ever had a Psycho-Educational Assessment completed by a Psychologist? If yes, please attach a copy of any IPP or Psycho-Educational Assessment.
6. Are you planning to be away from your permanent address for any extended period of time? If yes, please explain.
7. What are your child's interests/out of home activities?
8. Who is the parent/guardian primarily responsible for the child's program? Does this person work outside of the home? If so, please explain the supervision in place.
9. Has your child ever received extra help outside of the classroom or been part of a Learning Support Program or Resource Program? If so, please provide details.
10. If your child attended a traditional school in 2009-2010, please check the answer that best describes your child's attendance:
 Missed less than 5 days of school Missed between 5-20 days of school Missed over 20 days of school
11. Has the student completed any online course with St. Paul's Academy or The Centre for Learning@HOME previously? If so, what course(s) and when?
12. If your child will be in Grade 3, 6, or 9 in 2010 – 2011, will he/she write the Provincial Achievement Test (PAT) in June? Yes No

High School Students only, please answer questions 13 -15:

13. Are you intending to work during the school year? If so, how many hours per week?
14. Are you taking courses at any other school during 2010/11? If yes, list the school and courses.
15. If you have not been attending a school program this past year, please explain your circumstances.

PLEASE PRINT

Student Information

School/Home School attended in 2009-2010

Location

School Phone Number (include area code)

School Fax Number

Student Name: _____ Birthdate: _____ Grade 2009/10: _____
(y/m/d)

Student Name: _____ Birthdate: _____ Grade 2009/10: _____
(y/m/d)

Student Name: _____ Birthdate: _____ Grade 2009/10: _____
(y/m/d)

Student Name: _____ Birthdate: _____ Grade 2009/10: _____
(y/m/d)

Student Name: _____ Birthdate: _____ Grade 2009/10: _____
(y/m/d)

Student Name: _____ Birthdate: _____ Grade 2009/10: _____
(y/m/d)

NOTICE TO SCHOOL

Please send files for the students listed above to:

Attn: Student Records
The Centre for Learning@HOME
Box 137, Bay 1 – 22 Elizabeth Street
Okotoks, AB T1S 2A2

Signature/Approval of The Centre for Learning@HOME Principal
(do not process without authorized signature)

The Centre for Learning@HOME Office Use:

Date File Requested: _____

Date File Received: _____

PLEASE PRINT

Please complete if student is enrolled in any of the courses listed below.

Agreement to the terms and conditions of this contract forms part of your registration with The Centre for Learning@HOME. Students will not be enrolled in a diploma course if this form is not completed and verified by the principal.

Please check the diploma courses you plan on taking for the 2010-2011 school year:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Biology 30 | <input type="checkbox"/> English 30-2 | <input type="checkbox"/> Physics 30 |
| <input type="checkbox"/> Chemistry 30 | <input type="checkbox"/> Math 30 Applied | <input type="checkbox"/> Social 30-1 |
| <input type="checkbox"/> English 30-1 | <input type="checkbox"/> Math 30 Pure | <input type="checkbox"/> Social 30-2 |
| <input type="checkbox"/> English 35 Advanced Placement | <input type="checkbox"/> Math 35 Advanced Placement | |

Terms of registration and enrollment in these courses:

1. A student accepts the general guidelines and conditions as set out for registration in St. Paul's Academy Student/Parent Handbook.
2. A student enrolled in diploma courses will demonstrate a consistent effort in each course by completing all assignments, quizzes, projects, tests, etc. as assigned by the teacher.
3. Students will ensure all work assigned by the teacher is completed by the assigned due dates.
4. If the student is not demonstrating the required effort to pass the course, he/she will be removed from the specific course in question by the principal (in essence, if you are failing the course because you are not doing all of the required work, the school reserves the right to withdraw you from the course).
5. All students who have a mark below 65% in the prerequisite course, or who fall below 65% during the Diploma-level course must take Learning Strategies 35.
6. **All self-paced and correspondence students** must follow the timeline set out by the Course Declaration in order to be in good standing in the course; otherwise they will be automatically removed from the course. Course Declarations must be submitted to your teacher by September 15th.
7. If a student enrolls in a diploma level course but does not have the prerequisite completed, the school administration will remove the student from the course in question immediately.

I, (print student name) _____ have read and understand the standards established by The Centre for Learning@HOME in regards to diploma courses.

Student Signature

Date

Legal Guardian Signature

Date

The Centre for Learning@HOME Principal Signature

Date

ST. PAUL'S ACADEMY TECHNICAL (Hardware/Software)
REQUIREMENTS 2010-2011

**These technical requirements must be met before registering for any
TEACHER-PACED and SELF-PACED ONLINE
or CORRESPONDENCE COURSES**

- Full-time online students must have their own computer.
- While some of our students use Macs, we are not able to provide technical support for MacIntosh/Apple hardware/software. Students and parents should be very familiar with both PCs and Macs if considering the use of a Mac computer.

SYSTEM REQUIREMENTS

- Processor Speed - 1 Gigahertz (GHz) or higher
- RAM Memory – minimum 1 Gb
- Hard Disk Size – minimum 10 Gb
- Operating System – Windows XP or Vista/Windows 7

REQUIRED HARDWARE

- 56k Modem or 10/100/1000 Network Interface Card
- CD-Rom Drive
- Sound Card with Speakers
- Microphone
- Scanner
- Printer

REQUIRED SOFTWARE

- Application Software – Office 2003 (minimum) OR Office XP OR Office 2007 (whichever you have, your computer MUST have a full-functioning and legal copy of MS Word, MS Excel, MS PowerPoint installed)
- Browser – Internet Explorer (free download)
- Anti-Virus – Norton Anti-Virus 9 or equivalent; Norton AV 10 strongly recommended (avoid McAfee as it conflicts with our online quiz program)

OTHER

- Internet access (high speed cable/DSL or satellite in rural areas is strongly recommended)
- Technical support (support not available for privately-owned computers)

REQUIRED SOFTWARE DOWNLOADS (FREE FROM INTERNET)

- Acrobat Reader (<http://www.adobe.com/products/acrobat/readstep2.html>)
- Windows Media Player - included on all Microsoft machines. To update it go to the Windows update page (Internet Explorer, click: Tools/Windows Update; click on “Windows Family” > “Windows Media Player” (under “Technologies”) > “Downloads” (under “Resources”) > select appropriate version.
- QuickTime (<http://www.apple.com/quicktime/download/>) Under ‘Download the free player’ click ‘Free Download Now’.
- Macromedia Shockwave (<http://sdc.shockwave.com/shockwave/download/download.cgi?>)

RECOMMENDED ITEMS

- Use <http://www.learn2type.com/> or www.typingweb.com (free trial) or purchase Mavis Beacon Teaches Typing, especially if your child has limited typing skills
- High Speed Internet (cable/DSL or satellite in rural areas)
- USB Flash drive (memory stick) to help move/save files