



Registration Addendum for Student Living with a Responsible Adult with No Parental Consent

The Public Schools Act allows students living with a responsible adult to enroll in their local school. A responsible adult is an adult who is not the student's parent/legal guardian but who has been designated by the student's parent (legal guardian) to provide day-to-day care for the student (see Addendum 1. With Parental Consent). A responsible adult can also be an adult providing day-to-day care for a student when the student has no contact with their parent (legal guardian). To enroll in school while living with a responsible adult, the parent (legal guardian) of the student must reside in Canada and be a citizen or permanent resident.

The Division has the authority to review proposed arrangements to determine if they meet the intention of the legislation. Parents may appeal decisions through the Division's appeal processes. All decisions by the Division are final.

The following form is to be filled out by the responsible adult seeking to register a child living with them within the Division's catchment area. Additional information and/or documentation may be required to satisfy the Division that the student is eligible for registration.

By filling out and signing this form as a responsible adult, you are declaring that the student is living with you in the Division's catchment, and that, to the best of your knowledge, the student's parents (legal guardian) are Canadian citizens or permanent residents living in Canada.

In addition to this form, you must complete the registration package and provide proof of address of the responsible adult(s) in the catchment.

Please note:

- Without consent from the student's parent (legal guardian), you cannot provide consent for clinical services, release forms, medical forms, and field trips that extend beyond the school day.
- If the student is found not to be residing with you and/or not in the school catchment, they may be removed from the Division.

For more information on the responsibilities of a Responsible Adult please refer to AP 130: Student Registration of a Student Living with a Responsible Adult at svsd.ca.

CONTACT INFORMATION

Student Name (hereafter referred to as the student): _____

School: _____ Birthdate: _____

Responsible Adult Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Relationship of the responsible adult to student: _____

Responsible Adult Name (optional): _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Relationship of the responsible adult to student: _____

***School to verify residency of responsible adult with two pieces of identification.**



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Responsibilities and Communication

The responsible adult will be listed as the primary contact for this student. The responsible adult will serve as the primary contact and decision maker for the following:

- Access the school's parent portal.
- Day-to-day communication from the school by phone and email.
- Attendance at student-led/parent-teacher conferences.
- Sign forms for local field trips no longer than the school day.

Responsible adults cannot give consent for clinical services or medical decisions. Responsible adults may be asked for informed consent for clinical assessments, education-relation evaluations, or other educational services. The school or school division/district may contact Child and Family Services for guidance in these situations.

Responsible Adult Consent

As the responsible adult caring for _____ (the student), I acknowledge that I will act as their primary contact, decision maker for day-to-day permissions, and that I will have care and control of the student.

I understand that I will be the first emergency contact for the student and that I will be responsible for picking up the student if they are sick or need to be removed from the school for any reason.

I confirm that the student will be living full-time at my home. I understand that registration documents will state that the student is residing full-time at my home in the school catchment area.

I confirm that I understand the responsibilities of my role as the responsible adult for the student.

I confirm that the parent(s)/legal guardian(s) of the student cannot be contacted, and that to the best of my knowledge, they are a Canadian citizen or permanent resident living in Canada.

Responsible Adult Name: _____

Date: _____

Signature

Responsible Adult Name: _____

Date: _____

Signature

School has verified: (check once verified)

- Legal guardianship to designate the responsible adult(s)
- Contact information for both parent(s)/legal guardian(s) and responsible adult(s)
- Residency of the responsible adult(s) via two pieces of identification



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