

New Student Checklist

Fields in **BOLD** are mandatory

Legal Info obtained, entered into PS and in CUM file—

- Legal Names (Last, First, Middle)
- Gender
- DOB
- Certificate Type, Certificate # and Issue Date

State/Province—AB—

- ASN
- AKA Info
- Prefer. Mailing Addr. and Phone Info (including an Eff Date & phone type)
- Citizenship Info and Section 23 Info
- Permanent Address fields are **BLANK** (except for Citizenship '5' students)
- Disclosure Info (only if you have legal documentation)
- Resident Board & District of Residence fields are **BLANK**
- Grant Program, Enrollment Type, FNMI Info (see table)
- French Instruction Hours

Custom Screens—

- Parent / Guardian Info—including Custody if applicable
- Additional Info.—**Physical Address, Legal Land &/or 911 sign**
- FOIP, Consent for Contact, Student Code of Conduct Info**
- Emergency Contact Info
- Alert Info—keep it short, pertinent and factual
- Homeroom, Track or Family Rep**
- Additional School Info (School Council, Band and Treaty, Locker, etc.)

Transfer Info—

- Entry Date and Code (Entry comment is optional)
- Full Time Equivalence
- Grade
- Track
- Registration Type

Web ID and Password — for Parent Portal

Scheduling Set-up—

- Next Year Grade
- Next School Indicator
- any Summer School Info

Enrolled in classes (check dates with Registration Entry Date)

Grants Program			Enrollment Type			Special Education		FNMI
1	2	3	1	2	3	1	2	
211	301	630	330	121	403	10		331
230	303				413	30		332
550	710				416	40s		333
					417	50s		334
					418	80		

Address Guidelines

For a complete list see the SIS User Guide

Acres	Acres	Lane	Lane
Avenue	Ave	Mount	Mount
Boulevard	Blvd	Park	Pk
Centre	Ctr	Place	Pl
Close	Close	Point	Pt
Court	Crt	Range	Rg
Crescent	Cres	Ridge	Ridge
Drive	Dr	Road	Rd
Estates	Estate	Route	Rte
Green	Green	Square	Sq
Heights	Hts	Street	St
Highway	Hwy	Village	Villge
Landing	Landing	Way	Way

Examples of Formatting

Phone - 403-783-4646

**Mailing Address - 3B 5468 45 St
or RR 1 Site 2 Box 5**

General Delivery - GD

Postal Code - T4J 1C8

Physical Address

Apartment Number - 3B

House Number - 5468

Street Address - 45 St

Legal Land - NW-04-39-25-W4

911 Sign - As reported by parent

Wed, Feb 1	Day 3	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thu, Feb 2	Day 4	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fri, Feb 3	Day 5	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sat, Feb 4			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun, Feb 5			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These are used for particular **Tracks** that attend different days. Use **A** for all 1-12 and **B-F** for ECS.

If school is **In Session**, then **both** of these dropdown boxes **must** be populated.

If school is **In Session**, this must be **checked**. If school is **not In Session** this must be **blank**.

If school is **In Session**, this must be **1**. If school is **not In Session** this must be **0**.