

Subject: Student Registration
Effective: September 1, 2009
Revised:

1.0 PURPOSE

The purpose of this policy is to standardize the student registration process across the province.

2.0 APPLICATION

This policy applies to all persons involved in student registration for the New Brunswick public education system.

3.0 DEFINITIONS

New Brunswick Education Number is a unique, random 10-digit number assigned to each student in the public education system.

Parent includes legal guardian.

4.0 LEGAL AUTHORITY

[Education Act](#)

Educational goals and standards, curriculum and materials

6 The Minister

...
(b.2) may establish provincial policies and guidelines related to public education within the scope of this Act, and
...

School privileges

8(1) Subject to subsection (2), the Minister shall provide free school privileges under this Act for every person who is of school age and who

...
(b) is a resident of the Province.

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Proof of immunization

10(1) A superintendent shall refuse admission to a pupil entering school for the first time who does not provide satisfactory proof of the immunizations required under the *Health Act* or the regulations under that Act.

10(2) Subsection (1) does not apply to a pupil whose parent provides

- (a) a medical exemption, on a form provided by the Minister and signed by a medical practitioner, or
- (b) a written statement, on a form provided by the Minister and signed by the parent, of the parent's objection for reasons of conscience or religious belief to the immunizations required under the *Health Act* or the regulations under that Act.

Placement of pupils

11(1) The superintendent concerned shall determine the placement of pupils in classes, grades, programs, services and schools according to the needs of the pupils and the resources of the school district.

Provision of information to the Minister

40.1(3) The Minister may require that such information systems and data standards as specified by the Minister be used in schools and school districts if, in the opinion of the Minister, such are required to facilitate information sharing, data transfer, technical support and reporting requirements.

[Regulation 97-150](#)**School admission**

11(1) Each new pupil shall obtain a permit from the superintendent of the school district in which the pupil resides before attending school.

11(2) No child shall be eligible for admission to kindergarten unless the child has proof of attainment of the full age of five years on or before the thirty-first day of December of the school year.

5.0 GOALS / PRINCIPLES

5.1 This process will help eliminate the duplication of student information in the student information system. This will make registration easier for schools/districts and will allow for a more accurate measuring of enrolment data and other student-related statistics.

5.2 More accurate data means a better basis for assessing needs and providing service.

6.0 REQUIREMENTS / STANDARDS

6.1 Registration process – completion of the School Entry Permit

- 6.1.1** The parent must register his or her child at the district office or at the catchment-area school, in accordance with District Education Council policy.
- 6.1.2** Schools and districts must use the provincial School Entry Permit ([Appendix A](#)) when registering students who are new to the New Brunswick public education system. This includes the pre-registration of kindergarten students and the registration of former students who return to the New Brunswick public school system after leaving the system (e.g. withdrawal or dropout). All areas of the School Entry Permit must be completed.
- 6.1.3** The school or district must record the student's legal name, and should also record and use the preferred name requested by the parent(s).

In the event of a complaint by a parent who continues to have custody or legal access to the student, the school or district must use the student's legal name until a certificate of change of name is provided. A school or district should not comply with a request from a non-custodial parent to use the legal name when there is a court order prohibiting that parent from having access to the student. Please see Policy 710 – [Release of Students and Access to Student Information](#) for information related to specific custody arrangements.

- 6.1.4** The school or district must check proof of age. A copy of the identification must be placed in the student's file, or scanned and attached to the student's electronic record. One of the following acceptable pieces of identification is required:
- birth certificate
 - passport
 - driver's licence
 - another piece of ID (e.g. immigration documents or a certificate issued by another Canadian provincial government indicating the date of birth).

Valid identification will aid in keeping students records unique. The school or district must record the number from the piece of identification on the School Entry Permit (e.g. the birth certificate has a registration number on the front of the document, and it must be recorded if that is the identification presented).

- 6.1.5** Proof of immunization or proof of exemption is required and must be obtained by the school or district. A copy of the immunization record must be placed in the student's file, or scanned and attached to the student's electronic record.

6.1.6 Parents must sign the School Entry Permit – one signature is required at a minimum, however both parents may sign if they wish. The school or district must make photocopies of the original, signed by the parent(s) (one copy for each parent, if necessary, and one copy for the district), and keep the original form in the student's record.

6.2 Proof of residency

Proof of residency is required to determine if a student resides in the district's catchment area and is entitled to free school privileges. Schools or districts may ask the parent to present a recent original of a formal lease, utility bill (power, water, cable, telephone), bank statement, credit card statement, property tax assessment, or building permit that contains the parent's name and address, as the necessary proof. Schools and districts are not to make a copy of the document presented.

6.3 New Brunswick Education Number

The New Brunswick Education Number is used as the key identifier in a student's record and will follow the student throughout his or her public education. Every student will be assigned a New Brunswick Education Number by the Department of Education once the registration process is completed successfully.

6.4 Refusal of admission

Section 10(1) of the *Education Act* requires superintendents to refuse admission to school of a child unless satisfactory proof of the immunizations required under the *Health Act* is provided. Where a student's immunization information is incomplete, or where there is a medical, moral, or religious exemption, other forms are necessary. Please see Policy 706 – [Mandatory Immunization](#) for additional information.

6.5 Attendance at a school outside the catchment area

Parents must register their children at the school designated for their catchment area or at the district office, depending on District Education Council policy. Parents may request that their children be transferred to a school that is outside of their catchment area, but only when this initial registration is complete. Superintendents make the decision as to whether a student is allowed to attend a school other than the one in the appropriate catchment area. In such cases, the Superintendent is not required to provide transportation. If the preferred school is in another district, Policy 319 – [Attendance Outside School District](#) applies.

7.0 GUIDELINES / RECOMMENDATIONS

The superintendent is responsible for ensuring that medical information for all students is collected and recorded as per Policy 704 – [Health Support Services](#). As such, schools are

encouraged to make use of the Student Data Collection Form (Policy 704 – [Appendix A](#)) to collect required information that is not captured by the School Entry Permit.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

District Education Councils may make policy that determines where parents register their children (e.g. at a school or district office). District Education Councils may make policies regarding other registration procedures not inconsistent with this policy.

9.0 REFERENCES

[Education Act](#)

[Regulation 97-150](#)

Health Act

Policy 319 – [Attendance Outside School District](#)

Policy 704 – [Health Support Services](#)

Policy 706 – [Mandatory Immunization](#)

Policy 710 – [Release of Students and Access to Student Information](#)

10.0 CONTACTS FOR MORE INFORMATION

Department of Education – Corporate Data Management and Analysis Branch – Policy and Planning Division – (506) 453-3090

Department of Education – Information Systems Services – (506) 453-7158

Department of Education – Student Services Branch – Educational Programs and Services (anglophone) – (506) 453-2816

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