



**RE-ENROLLMENT FORM
2020-21 School Year**

Return to: office@pathwaysacademy.ca
Box 10096 RPO HART, Prince George, B.C. V2K 5Y1
Fax: 1-888-263-8611

Parent Information

Parent 1: (primary contact) _____
 Parent 2: _____
 Other Legal Guardian: _____

Update Family File

*Only enter information here if it is **NEW** or has **CHANGED**.*

Primary Contact e-mail: _____
 Primary Contact Phone #: Home: _____ Cell: _____
 Home Address or B.C. Residency: _____
 Mailing Address (if different): _____
 Child Custody Arrangements: _____
 Student Health Concerns: _____
 Emergency Contact: Name: _____ Phone: _____

Teacher/Family Fit

If you are content with your experience to date, your family will be re-enrolled with your current teacher(s). However, we understand that both families and teachers come in a wide variety of styles and/or circumstances may change.

Would you like one of our admin staff to contact you about teacher/family fit? Yes: _____ No: _____

If you and your teacher already confirmed a switch to a new teacher, enter the new teacher's name here: _____

Students Re-enrolling

Student's Name	Grade (entering)	Cross-Enrolling with Pathways?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

To add a new Gr. K or a sibling who was not enrolled with PA in the previous year, login & complete an ['Additional Student Application'](#).

Cross-Enrolling with Pathways

A student is considered cross-enrolled with Pathways if they are taking **only a few courses with Pathways** and most of their courses at another school. If so, check the 'cross-enrolled' box in the section above. It is important to know, because Pathways is required to provide the main school with final marks for courses taken with Pathways. This step ensures student records/transcripts are updated and credits are given for courses completed here.

Note: If Pathways is your main school, do not check the boxes in the section above. If, at any point during the year, one of your children takes an additional course at another school, please inform your teacher. We need to ensure we receive final marks from that school, otherwise that course may not be included on the student record/transcript.

Main School (if not Pathways): _____ City: _____

School Policies

Pathways Academy policies can be found on the homepage of the school website in the 'About' menu.

Third-Party Services: Families are encouraged to make use of third-party services for educational opportunities that teachers and/or parents are unable to provide (eg. swimming lessons, art classes, etc.). Parents are required to collaborate with their teacher to ensure the service meets a specific need in the Student Learning Plan. Parents are also required to connect the service provider with Pathways Academy and ensure the school receives an invoice. All invoices and payments must be paid directly by Pathways Academy. Parents cannot be reimbursed for payments made with personal funds. All third-party service providers must have a current Criminal Record Check in place prior to submitting invoices. The service provider is also required to provide a business number (or social insurance number if a business number does not exist).

Learner Safety and Health: As an online school community, Pathways Academy does not have physical brick-and-mortar school premises. Student life occurs under the direct supervision of the parent or guardian. Therefore, when students are at third-party locations, it is the responsibility of the parent or guardian to evaluate that location for any safety or health risks and to supervise their child's behavior.

I/We know where to locate Pathways Academy Policies, and I have read and understand the policy information in this section.

Initial: _____

Privacy Policy

At Pathways Academy (PA), we seek to be open and honest regarding student and family information. We seek to uphold standards set out by the Personal Information Privacy Act of 2004 (PIPA). PA asks for your permission and consent in collecting personal information needed for enrollment. This includes copies of birth certificates, legal guardianship and court orders (if applicable), behavioral, academic, and health information, most recent report cards, and other similar information. PA uses personal information as follows:

- To communicate with parents and students, to make an informed decision as to your child's suitability and appropriate placement in the school, to process applications, and ultimately to provide students with the educational services and co-curricular programs you expect.
- To enable the school to operate its administrative function.
- Health, psychological, or legal information may be used to provide certain specialized services in those areas or as adjunct information in delivering educational services.
- When required by law: The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders, and tax reporting requirements. Student information will be submitted to the Ministry of Education as required to establish eligibility for student funding and to maintain student records. Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.
- When permitted by law: The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency, or suspicion of illegal activities, etc. Only pertinent information is disclosed.
- To request student educational records. As part of the application and acceptance process, PA may specifically request information from previously attended Distributed Learning (DL) schools regarding your family's engagement in the DL program.

If, for any reason, personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds. The school does not sell, lease or trade information about you to other parties. The school will securely store all digital and hard copies of parent and student personal information. For more information, the privacy officer for PA is Mr. Ron Ammundsen, and he may be reached at ron.ammundsen@pathwaysacademy.ca.

I/We consent to the collection, use and disclosure of such personal information for the above uses. All of the information I provide will be current and accurate.

Initial: _____

Technology Agreement

General

As a distributed learning school, communication is key, and technology plays a large part in supporting meaningful interactions. The following methods of electronic communication may be used throughout the school year: telephone, e-mail, Skype, voice messaging, video conferencing (eg. Zoom), and online Student Planners. If you are unfamiliar with any of these methods, instruction will be provided or one of the other methods will be used instead.

I/We agree to use the methods of electronic communication listed above. Initial: _____

Google Docs & Social Media (OPTIONAL)

Google Docs, Facebook, and Other Social Media: Pathways Academy does not promote the use of Google Docs, Facebook, or other social media as a means of reporting student progress. However, we do work together with families who prefer these platforms as a method of communication. Families who wish to make use of these methods of communication must be willing to accept the privacy risks associated with sharing personal information across these platforms. Please be aware that data shared via Google Docs, Facebook, and other social media is stored on servers located outside Canada and are therefore, not under the same protective, PIPA standards which govern the school regarding its own data.

Pathways Planner Data: Your planner and the information it contains is securely stored on a private server owned by Pathways Academy and located within B.C., as per Ministry of Education regulations and policy. Pathways Academy adheres to standards set out by the Personal Information Privacy Act of 2004 (PIPA).

I/We the parent(s) and/or legal guardian(s), acknowledge and accept the privacy risks inherent in using Google Docs, Facebook and other social media as a means of reporting student progress. We choose to include the use of these platforms in our communications with the Pathways Academy staff and teachers.

Initial (optional): _____

Direct Student Contact (OPTIONAL)

This section is OPTIONAL. You are not required to provide student email addresses or cell phone #s. *By providing your child's email address and/or cell phone # below, you are giving your permission to Pathways Academy staff (teachers, administrators, and educational assistants) to contact your student directly via the student's personal email and/or text for educational purposes and school communications only.* This option is most commonly requested by parents of high school students. You will be cc'd in all email & text communication from Pathways Academy to your child by default.

Student Name	E-mail (optional)	Cell # (optional)

If you do NOT want to be cc'd...

If you requested direct student contact above, but you do NOT want to be cc'd on emails and texts from Pathways staff to your child, please indicate your request to be removed from the communication by initialing below. Copies of all communication will continue to be archived by the school.

I/We, the parents and/or legal guardian do NOT want to be cc'd in email and text communication between Pathways staff and the students listed above. Initial (optional): _____

Weekly Contact Agreement

As outlined in the Pathways Handbook, we, the parent(s) and/or legal guardian(s), agree to:

1. Collaborate with our teacher to develop each of our children’s learning plans.
2. Participate in continuous assessment throughout the learning year by committing to a minimum of 32 meaningful weekly contacts (eg. email, Skype, voice messaging, phone, direct interaction, etc.).
3. Provide adequate learning observations and work samples.
4. Inform our teacher whenever we will be away from our studies for more than one (1) week (eg. holiday, sickness, accident, etc.).
5. Participate in three (3) in-depth, formal assessments/interviews.

We, the parent(s) and/or legal guardian(s), understand that if there is an unexplained lapse in weekly contact for two (2) weeks, an administrator will contact us, and the allocated educational resource funds may be frozen. After contact resumes for three (3) weeks, the funding, if frozen, will once again be available on our behalf.

I/We are in full agreement and intend to comply with the statements above. Initial: _____

List your top two preferred methods of communication: 1) _____ 2) _____

FSA Participation (Gr. 4 & 7 ONLY)

Students enrolled in Gr. 4 or 7 are required by the Ministry of Education to participate in the Foundational Skills Assessment.

If you have children in Gr. 4 or 7, will they participate in the FSA? Yes: No:

Early Withdrawal Fee

I/We understand that an **administrative fee** will be charged if we withdraw our child(ren) between now and October 31 of the current calendar year.

Initial: _____

Parent/Guardian Signature

I/We have read and completed the four (4) pages of this re-enrollment package with the full intention to re-enroll the children we have listed above with Pathways Academy for the upcoming school year.

Parent/Legal Guardian Name: _____
Print Name

Parent/Legal Guardian Signature: _____
*Click inside the signature box. You will be prompted to create and use an **electronic signature**.* YYYY-MM-DD

OR
You may print the completed form to sign manually