



**RE-ENROLLMENT FORM  
2023-24 School Year**

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

**Parent/Legal Guardian**

Parent/legal guardian (BC resident): First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Who has custody? Both parents    Mother    Father    Other (step-parent, aunt, social worker, etc.): \_\_\_\_\_

Are legal custody orders in effect or in process? No    Yes, for: \_\_\_\_\_

**Updates Required?**

e-mail (main contact): \_\_\_\_\_ Home Language: \_\_\_\_\_

Phone(s): Home: \_\_\_\_\_ Mother's cell: \_\_\_\_\_ Father's cell: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home address: \_\_\_\_\_

Medical Alert(s): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Teacher/Family Fit**

If you are content with your experience to date, your family will be re-enrolled with your current teacher. However, we understand that 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 have already confirmed a new teacher for you, enter the new teacher's name here: \_\_\_\_\_

If you know your teacher is not available next year, please review our teacher profiles and list two teachers who you feel might be a match for your family: <https://pathwaysacademy.ca/staff-directory.html>. Choice #1: \_\_\_\_\_ Choice #2: \_\_\_\_\_

**Students Re-enrolling**

Student Names	Aboriginal Ancestry <small>Inuit, Metis, Non-Status, Status off-reserve, or Status on-reserve</small>	Grade (entering)	Cross-enrolling* with Pathways?
			<input type="checkbox"/>
			<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 Pathways in the previous year, complete an ['Additional Student Application'](#).

**\*What is cross-enrolling?**

**\*IMPORTANT:** A student is considered cross-enrolled with Pathways if they are *only taking 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 that courses completed at Pathways are entered on the student's transcript.

Main School (if not Pathways): \_\_\_\_\_ City: \_\_\_\_\_

If Pathways is your main school, do not select 'cross-enroll' in the section above. If one of your children takes an additional course at another school, at any point during the year, please inform your teacher. Pathways needs to request final marks directly from that school, or the course may not be included on their transcript.

## 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

Pathways Academy's Commitment to You

Safeguarding the personal information of parents and students is a fundamental priority at Pathways Academy (PA). The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Privacy Act (PIPA) and any other applicable legislation. The full version of our Personal Information Privacy Policy is available on our website: <https://pathwaysacademy.ca/personal-information-privacy-policies.html>

Pathways Academy uses personal information according to the following ten principles as described in our Personal Information Privacy Policy:

- Principle 1 - Accountability
- Principle 2 - Identifying Purposes
- Principle 3 - Consent
- Principle 4 - Limiting Collection
- Principle 5 - Use, Disclosure and Retention
- Principle 6 - Accuracy
- Principle 7 - Safeguarding Personal Information
- Principle 8 - Openness
- Principle 9 - Individual Access
- Principle 10 - Complaint Process

The Pathways Academy privacy officer is Mr. Ron Ammundsen. For more information, he may be reached by email at: [ron.ammundsen@pathwaysacademy.ca](mailto:ron.ammundsen@pathwaysacademy.ca).

At Pathways Academy, we seek to be open and honest regarding student and family information. Pathways Academy requests your permission and consent to collect 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, permanent student records, and other similar information.

**I/We consent to the collection, use and disclosure of such personal information for the uses described in the Pathways Academy Personal Information Privacy Policy. All 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, Ring Central), 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.

**Pathways Student 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 agree to use the methods of electronic communication listed above.**

**Initial:** \_\_\_\_\_

**Google Docs & Social Media**

**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.

**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**

**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. If you want to be cc'd in all email & text communication from Pathways Academy to your child, do not initial below.

If you provided student contact info in the past, **IT WILL EXPIRE** unless you enter it again for the new school year.

Student Name	E-mail (optional)	Cell # (optional)	Do not cc me* (initial)

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

Indicate your request to be removed from the communication by initialing for each applicable student above. If you initial above, you will NOT be cc'd on all emails and texts from Pathways staff to your child. Copies of all communication will continue to be archived by the school.

**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 (e.g. Zoom, email, phone): 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Pathways Academy Library**

I/We understand that students may borrow resources from the Pathways Academy Library (PAL) in accordance with their learning plan and as approved by their teacher. I/We agree to return any borrowed PAL items by the posted due date in June or upon course completion, whichever is earlier (postage paid by Pathways).

Initial: \_\_\_\_\_ 

**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 (FSA).

**My students in Grades 4 or 7 will participate in the FSA.** Yes: No:

**Early Withdrawal Fee**

I/We understand that a minimum \$75 administrative fee will be charged if we withdraw or cancel enrollment between the time our enrollment is confirmed and October 31 of the upcoming school year.


Initial: \_\_\_\_\_ 

**Parent/Guardian Signature**

I/We have read and completed the four (4) pages of this re-enrollment form 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**.*  
OR  
*You may print the completed form to sign manually*

\_\_\_\_\_   
YYYY-MM-DD