

Nunavut Registration Guidelines for Kindergarten to Grade 12



DEPARTMENT OF EDUCATION
2023

Registration Guidelines for Kindergarten to Grade 12

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1. Purpose

The principle of Piliqatigiinniq, developing a collaborative relationship or working together for a common purpose, is central to the purpose of the *Registration Guidelines for Kindergarten to Grade 12*, which is to support and engage school leaders in their important work of ensuring an accurate registration of students in kindergarten through grade 12. These guidelines form part of a series of Ilitaunnikiliriniq (assessment) resources being developed to support assessment, evaluation and reporting in Nunavut.

The guidelines are intended to complement the *Student Records Information Management Directive*¹ which sets out registration requirements while *the* guidelines provide a roadmap for meeting those requirements. These guidelines draw information from pertinent existing sources, including the:

- *Student Information System (SIS) User Manual*
- *Secondary School Leaders' Handbook* (formerly the *Nunavut Secondary School Administration Handbook* revised version, 2023)
- *Education Act* (2020)
- *Registration and Attendance Regulations* (2013)
- *Student Record Regulations*²

Please access the *Authoritative Documents for School Leaders Library* for these documents, as well as for any other document referenced within these guidelines.

2. Importance of Accurate Student Registration Information

A student's registration information forms the foundation of their student record. In keeping with the principle of Pijitsirniq, serving, it is critical that this information be entered correctly, to ensure that the right information reaches the right people at the right time. Correct information allows schools and the Department of Education to communicate with students' families, to take steps to meet students' needs, and to make appropriate decisions about education broadly in Nunavut. Specifically, when student registration information is correct:

- Students and their families receive information (e.g., report cards, other student records) addressed correctly throughout their school career;
- School staff are able to ensure contact with students' families – including in the event of an emergency;
- School staff can better support kindergarten students in their transition to school when they receive relevant pre-school screening data from the Department of Health (Health);

¹ Currently being revised; the Guidelines are to be confirmed against the final

² Currently being revised; the Guidelines are to be confirmed against the final

- Receiving school leaders can identify student record information that exists for a student when the student transfers to another school – avoiding gaps in information and unnecessary duplication;
- School leaders are able to make better-informed decisions to support a student’s education (e.g., in the event of a transfer they can consider student record information from the student’s current and previous schools); and
- Department of Education staff can make decisions to support students and schools based on accurate (aggregate) student record information.

3. Definitions

Adult Student: a student who has reached the age of majority, 19 years old, under the *Age of Majority Act*.

Entitlement to attend school and have access to the education program: As in the *Education Act* (s.2), individuals are entitled to attend a school and to have access to the education program in a regular instructional setting if they are: at least five years of age on December 31 of the school year and less than 21 years of age on that day; a Canadian citizen, a child of a Canadian citizen, an individual who is lawfully admitted to Canada, or the child of an individual who is lawfully admitted to Canada. Limitations on the entitlement for individuals in custody, suspended and expelled students, as well as students who are excluded from a regular instructional setting are described further in the *Education Act* (s.2, 45).

Entitlement to instruction in French: As in the *Education Act* (s.160), an individual who under section 2 of the *Education Act* is entitled to attend school and who is the child of a rights holder, is entitled to be taught in a school or classroom under the jurisdiction of the *Commission scolaire francophone du Nunavut* in areas of the territory where there is instruction in the French language provided out of public funds.

Parent: the parent or guardian of the child as identified in the *Education Act*.

Qualifying Non-Citizen Parent: Is as in the *Operational Directive: Admission of Students in French-language schools* (May 1, 2016), a parent who is either a permanent-resident, or a person with approved refugee status or a refugee claimant, and who, if they were a citizen of Canada, would be a rights-holder under section 23 of the *Canadian Charter of Rights and Freedoms*.

School Team: Established under Section 90(1) of the *Education Act*, the School Team consists of a school leader (principal or vice-principal), a student support teacher, an ilinniarvimmi inuusiliriji, a classroom teacher and such other education staff as the school leader considers appropriate.

4. Roles and Responsibilities

The following is a description of the roles and responsibilities related to registration for kindergarten to grade 12. In keeping with Piliriqatigiinniq, everyone has a role to play in making sure that student registration information is correct. **Staff must report any incorrect student information to the school leaders as soon as they become aware of the error.**

Section 29 of the *Student Records Information Management (SRIM) Directive* stipulates that any staff who become aware of a breach of privacy with regards to personal information in the student record – including student registration information – must inform their supervisor or Department staff who are responsible for ensuring compliance with the *Access to Information and Protection of Privacy (ATIPP) Act*. Please refer to the *SRIM Directive, Education Act, Student Record Regulations, and the Registration and Attendance Regulations* for original language and additional details.

4.1. School Leader

The school leader is responsible for:

- Working with the District Education Authority (DEA)/Commission scolaire francophone du Nunavut (CSFN) to make sure that a registration process is developed and implemented by the school to register new students. The school leader is responsible for letting parents know about the registration process at least two weeks in advance and letting students/parents know in advance the documents they need to bring to the registration process. [*SRIM Directive* s.6].
- Coordinating with the local community health centre to obtain information to support kindergarten registration, where parents have consented to the sharing of the relevant information. If the new registrant is entering grade 1, the school leader is encouraged to contact the Health Centre for pertinent information.
- Ensuring that student's name, date of birth and entitlement to attend school are supported by a verification document or signed statutory declaration. [*Student Record Regulations* section 5(2-3); *SRIM Directive* s.4, 10.].
- Receiving and processing enrollment applications and ensuring that rights holder parents and qualifying non-citizen parents provide all supporting documents. (*Operational Directive: Admission of Students in French-language schools, May 1, 2016*).
- Ensuring that a student record exists for each student registered with the school within three days of the start of the academic year or the day the student is registered, whichever is later. The student record includes information obtained during registration. [*Student Record Regulations* (s 3(1))].
- Ensuring the student record, including registration information, is correct and for reviewing the record during annual enrolment.
- Correcting inaccurate or incomplete information in the student record within 14 days after receiving the request to correct such information from a registrant [*Student Record Regulations* s.3(2), 9].
- Contacting the sending school to request the student record within three days of the student's transfer as part of enrolling a student transferring from another Nunavut school [*SRIM Directive* s.55; *Student Record Regulations* s.11].

- Initiating the transfer of the student record within three days of receiving a request from the receiving school, sending the student record to the receiving school as soon as practicable, and removing the student's name from the school register as soon as the student's records have been sent to the receiving school, as part of supporting the enrolment of a student who has transferred to another school in Nunavut. Where a student has transferred to a school out of Nunavut, the school leader is responsible for updating the student's registration status to non-attending. [SRIM Directive s.56-58; Student Record Regulations s. 11].

4.2. Other school staff

The school leader may choose a designate among school staff to be responsible for conducting several tasks related to registration. The school leader may ask other school staff to support them in fulfilling their registration responsibilities.

4.3. Parents

- Parents are responsible for making sure their child is registered for school on or before the first instructional day of the school year or within seven days after a change in residence if the child is:
 - At least six years old on December 31 of the school year, when entering grade 1 (see section 5);
 - Less than 18 years of age on December 31 of the school year;
 - Has not graduated from grade 12; and
 - A (child of a) Canadian citizen/a (child of an) individual who is lawfully admitted to Canada (*Education Act*, s.30).
- Parents may register their child for school if the child is at least five years of age on December 31 of the school year (*Education Act*, s.30, 31).
- Parents may make a request to the school leader to correct the student record, including registration information. [SRIM Directive s.59; Student Record Regulations s.9]
 - Parents may seek dispute resolution if the school leader or designate does not make the correction requested by giving the school leader notice in writing that they disagree with the decision. [SRIM Directive s.61; Education Act s.81(2); Dispute Resolution Regulations s.6(1)].

4.4. Students

- Adult students may register for school if they are less than 21 years of age on December 31 of the school year (*Education Act*, s. 31). Adult students 21 years of age or older may also register with approval from the District Education Authority (*Education Act*, s.32).
- Adult students may make a request to the school leader to correct the student record, including registration information [SRIM Directive s.59; Student Record Regulations (draft as of Oct 21, 2020) s.9]

- Adult students may seek dispute resolution if the school leader or designate does *not* make the correction requested and they disagree with the decision. [*SRIM Directive* s.61; *Education Act* s.81(2)]

4.5. District Education Authorities (DEAs)/Commission scolaire francophone du Nunavut (CSFN)

- A DEA/the CSFN is responsible for developing and adopting a registration and attendance policy, as well as implementing the policy in accordance with Inuit societal values and the Inuit Qaujimajatuqangit principles [*Education Act*, s.37-38; *Registration and Attendance Regulations*]
 - The CSFN is to consider operational directives from the Department of Education related to French as a First Language education including the *Admission Policy for French First Language Education Programs*, and the *Operational Directive: Admission of Students in French-language schools* (May 1, 2016).
- A DEA/the CSFN is responsible for collaborating with the school leader to make sure that a registration process is developed and implemented by the school to register new students (*SRIM Directive* s.6). The DEA/CSFN's registration and attendance policy is to include procedures for registering students, including procedures for notifying parents of when and where to register students [*Registration and Attendance Regulations*, s.2(1)(g)].
- A DEA/the CSFN can allow an individual who is not entitled, to be registered with a school in its jurisdiction (e.g., an adult 21 years of age or older, or a child who does not live in the education district). A DEA/the CSFN can impose terms and conditions in these cases (*Education Act*, s.32). The CSFN is also to refer to the *Operational Directive: Admission of Students in French language schools* (May 1, 2016).

4.6. Department of Education – Information Technology Unit

- The Information Technology Unit is responsible for:
 - Ensuring that the Student Information System (SIS) is operational and available to receive student registration information; and
 - Providing Department staff, as set out in the *SRIM Directive*, with access to the SIS to support the entry of registration information. The following roles are typically involved in student registration; a school leader may request involvement from other staff:
 - School leader
 - School secretary or office manager
 [*SRIM Directive* s.34, *Appendix 1*].
- Providing training and information on using the SIS to conduct registration to Department of Education staff, including school staff.
- Supporting school staff in conducting registration-related tasks in the SIS (e.g., locating transfer students in the SIS when there is difficulty, addressing questions about how to create a new student record in the SIS).

- The SIS Team may support school leaders in their annual review of student enrolment information, upon request to the Education Technology Database Management Specialist. [SRIM Directive s.7]

4.7. Department of Education – Student Achievement

The Nunavut student information and records management (N-SIRM) team is led by the Senior Registrar, Student Records and consists of Student Achievement staff. The team plays a role in overseeing student records, which are built on student registration information.

4.8. Department of Education – Partner Relations

The Partner Relations Division is responsible for supporting DEAs and the CSFN to develop their registration and attendance policies as well as to conduct their role as it relates to registration. The Division’s support can include providing training and tools to DEAs and the CSFN.

4.9. Department of Education – Educator Development

The Educator Development Division is responsible for providing training to school leaders and other school staff to understand their roles related to registration.

5. Registration of New Students

This section provides guidance related to the registration of new students. The guidance includes, but is not limited to, the registration of new kindergarten students. Although most students in Nunavut register in kindergarten, a parent is not required to register their child in school until the child is at least six years old on December 31 of the school year (*Education Act*, s.30).

A new student registration occurs when a student enters the Nunavut school system. Students transferring to a school in Nunavut from outside of the territory are also considered new student registrations.

Registration occurs once, while enrolment occurs annually. Please see section 6 for more information on annual enrolment.

5.1. Suggested Registration Process

The following process is suggested for the registration of new students. With Tunnganarniq in mind, School leaders are to work with their DEA/the CSFN to develop and implement the registration process, and ensure the process is aligned with the DEA/CSFN’s registration and attendance policy.

Winter

1. The school leader, the DEA/CSFN and the School Team identify dates when the spring registration period will occur at their school and prepare for the process (e.g., ensuring necessary support staff are available and aware of the process, including the required documentation). A school may wish to hold a community event to encourage registration (e.g., an open house).

Winter - Spring

2. The school leader engages with the local community health centre around the pre-kindergarten developmental assessment screening and provides copies of the consent form ***Consent to Release Information for Kindergarten Registration Form*** to the community health centre.

Please access the *Authoritative Documents for School Leaders Library* for this form, as well as for any other document referenced within these guidelines.

The school leader or designate provides regular reminders to the community health centre about the form. If a parent agrees, the parent enters their child's information and their own contact information on the form. The health centre then uses the form to provide the school with any health and development information that relates to the child's learning needs in kindergarten, based on the pre-kindergarten developmental screening.

As soon as possible and well in advance of spring registration

3. The school leader delegates the appropriate school staff to obtain any consent forms from the community health centre and contact parents who agreed to share their information with the school for kindergarten registration purposes. The delegated school staff ensure parents are aware of the registration process and the documentation needed to register. School staff make registration forms available to parents (e.g., print copies are available at the school, the form is made available online e.g., at www.gov.nu.ca/education) and **in the *Authoritative Documents for School Leaders Library***.

To prepare for the school year, the School Team discusses student needs based on exchanged information and follows up with the parent if needed. The school leader ensures that all consent forms are stored securely at the school.

- a. The CSFN also makes the Rights holder statement (Enrollment form for French as a First Language Education) available to parents.

At least 2 weeks before spring registration

4. The school leader, the DEA/CSFN and school staff inform parents about the registration process and the documentation needed for registration. School staff make registration forms available to parents (e.g., print copies are available at the school). See section 9 below for a standard registration form. It is crucial to reach parents of children entering school for the first time in kindergarten or grade 1 with this information.

QUICK REFERENCE: NOTIFYING PARENTS ABOUT THE REGISTRATION PROCESS

These are some ways the school leader and/or the DEA/CSFN can let parents know about the process and documents needed for registration.

- Social media information posts (e.g., Facebook)
- Radio announcements
- Information postings at/outside the school
- Information postings at local gathering places (e.g., arena, store, place of worship, post office)

Anytime – Ongoing Registration for Transfer Students

1. A parent/adult student can also register outside the spring registration period (e.g., a student may transfer to a Nunavut school from outside of the territory during the school year).

After confirming the student is not transferring from another Nunavut school, school staff approached by a parent/adult student about registration anytime during the year are to inform the parent/adult student about the registration process and the documentation needed for registration.

If the student is transferring from another Nunavut school, see *section 7* below for guidance related to enrolling a student transferring between schools in Nunavut. School staff make registration forms available to the parent/adult student (e.g., providing a copy at the school, through mail, email or fax). See *section 9* below for a standard registration form.

During the Registration Process

2. School staff review the registration form to confirm if the student was registered before at another school inside/outside of Nunavut (e.g., a child was registered at a school for kindergarten and has moved to another community for the start of grade 1). If the student was previously registered at another Nunavut school, see *section 7* below for guidance related to enrolling a student transferring between schools in Nunavut.
3. If possible, school staff designated by the school leader enter student registration information directly into the SIS with the parent present. School staff confirm the information is correct with both the parent and the documentation provided. See *section 5.2 Creating a Student Record* below for details on how to create a new student record.

If at the time the information is submitted it is not possible to enter information directly into the SIS, a staff member must confirm with the parent the registration information provided on the registration form against the documentation provided. Staff only use the verification documents to confirm the information as required by the registration form; no copies are needed. It is critical that staff members confirm the spelling of all names, addresses (including email addresses), phone numbers, and dates of birth. See *section 9* below for a standard registration form.

QUICK REFERENCE: VERIFICATION DOCUMENTS

The following documents can be used to confirm a student's name, date of birth and entitlement to attend school for registration.

- An identification document with a photograph and date of birth that was issued by the Government of Nunavut, the Government of Canada, or the government of a province or another territory (e.g., passport, Permanent Resident Card, driver's licence)
- a Canadian birth certificate;
- a Canadian citizenship certificate;
- a Canadian adoption certificate;
- a Canadian marriage certificate;
- other government issued documentation approved by the school leader;

Where one of these verification documents cannot be produced, a signed statutory declaration by the

parent, or adult student can be accepted by the school leader.

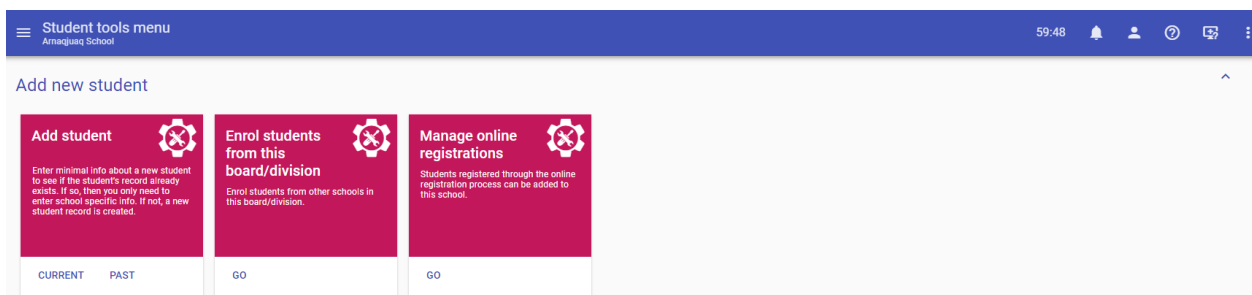
1. During the registration process, if the information is entered from a paper registration form into the SIS, the school leader ensures that all registration forms are stored securely at the school. Registration forms are entered into the SIS and reviewed by staff under the school leader's direction. This additional review or inspection can help identify any data entry errors or missing information for rapid follow up. Once they have been entered and reviewed, the school leader ensures the registration forms are destroyed.
2. The school leader or designate follows up at least once every two weeks with parents/adult students to obtain missing registration information or verification documents. If verification documents to confirm the student's name, date of birth and/or entitlement to attend school cannot be provided, the school leader requests a signed statutory declaration from the parent/adult student.
3. Once a student is registered, the completed, signed, **Consent to Release Information for Kindergarten Registration Form** is added by the school leader or designate to the student's record.

Please access the **Authoritative Documents for School Leaders Library** for this form, as well as for any other document referenced within these guidelines.

5.2. Add new Student - Creating a Student Record – New Students

The following is a description of the process of creating a new student record in the SIS. The process for creating a new student record is the same for kindergarten and non-kindergarten students except where noted. [Source: *SIS User Manual*] For enrolling a new student that has transferred schools, please go to section 7.

1. In the SIS, select **Menu -> Student Tools -> Add New Student**, and select **Current**. For new kindergarten student registrations, as the SIS allows, move to step 4 below. There should be no existing record in the SIS for new kindergarten student registrations.



2. Enter the Surname, Given name and Date of Birth and click **Search** to confirm that there is no existing record for this student.

☰ Add new student search
 Arnaq School
 58:49 🔔 🔍 🔄 📄 ⋮

Criteria ^

Surname*	Given name(s)	Middle name(s)	Suffix	GN student ID
Smith	John			

Birthdate* Gender*
 11/4/2022 ▼ Male

- No student record should exist for a new student. The dialogue box below confirming that no matching students were found should appear for a new student. If a student is found, confirm the information entered or if the student was previously registered.

Are you sure that this student is new to Nunavut and does not already exist in NunavutSIS (edsembli)?

CANCEL

NEW NUNAVUT STUDENT

No matching students were found in the database. This could be because the information you used to search the student is incorrect or does not match what may already be listed in the database.

- Select **New Nunavut Student** to begin creation of the new Student Record. This will also automatically create a GN student number for the student at the same time.

Add new student
Amagooq School

59:27

Name

Preferred surname*
Smith

Preferred suffix
5 / 50

Preferred name(s)*
John

Preferred middle name(s)
4 / 50

0 / 30

0 / 50

Preferred name same as legal name

Name entered is exactly as appears on source document

Source document type*
This is a required field.

Document number

Document issue date

Demographics

Birthdate*
11/4/2022

Gender*
Male

Student enrolment

GN student ID

Student number

Assign student number

CANCEL SAVE

- Next, enter the registration information for the new student. All fields marked by an asterisk are required. Use **200 New Registration** as the registration entry status (**Reg. Ent. Status**). **Entry to Elem** should be set to the first day of elementary school in Nunavut for the student, if known. This may be set to the first day of **high school** in Nunavut if the first day of elementary school in Nunavut does not apply to a transfer student. **Entry date to this school** should be set to the date the student starts or started at the current school. **Reporting Language** should be set to the language in which the student's family should receive reports. Set the Grade and Homeroom to the correct values under the applicable year(s). For kindergarten students who are pre-registering, the information should be entered under **Next Year** only.

Student enrolment

GN student ID

Student number

Assign student number

Citizenship*
01 - Canadian Citizen

Citizenship Effective date

Entry date to this board/division

Entry date to secondary

Entry/exit

School year status*
This year and next year

Registration status*
Active

Registration type*
Regular Day Student

Entry date to this school
11/25/2022

Registration entry status*
200 - New Registration

Origin school

CANCEL SAVE

- Set the **Edsembli Connect Security Group** to student and list the email address as your school short code@gov.nu.ca – for this example we are using Arnaqjuaq School, and the short code is AHBS which gives the email as ahbs@gov.nu.ca. If you are unsure about any of these steps, please reach out to the Nunavut Student Information System admin team at NunavutSIS@gov.nu.ca for support.

The screenshot shows a web form for student information. It is divided into several sections, each with a title and an expand/collapse arrow (upward arrow for expanded, downward arrow for collapsed).

- Grade info (this year)** (expanded):
 - Grade*: 10
 - Homeroom: [dropdown]
 - Advisor group: [dropdown]
 - Attendance type: Full Time
- Grade info (next year)** (collapsed):
 - Grade*: 11
 - Homeroom: [dropdown]
 - Advisor group: [dropdown]
- Flags - identification info** (collapsed):
 - Defined character 1: [dropdown]
 - Defined character 2: [dropdown]
 - Defined character 3: [dropdown]
 - Defined character 4: [dropdown]
- User info** (expanded):
 - edsembli connect security group: Student
 - Email address*: ahbs@gov.nu.ca

- Add family/contact information by clicking on the **Family & Contacts** menu on the left side of the student record window.. Select the **Personal** tab to input contact information for the student. Similarly, go to other tabs to set contact information for other individuals e.g., Father, Mother. Click the pink **Add Contact** button to see other contact options e.g., Doctor.
- To identify an emergency contact, check the box for **Emergency Contact** when editing the contact information for the appropriate individual. The **Emergency** tab can also be edited directly by selecting the tab and clicking on the **Edit** button. Notes on a student’s medical conditions (e.g.. allergies) can be entered by clicking the **Notes** button on the **Emergency** tab.

6. Student Enrolment

Remember that registration occurs once, while enrolment occurs annually. Qanuqturniq, the concept of being resourceful to solve problems, is required for proper and correct annual student enrolment. The enrolment process involves the confirmation that all registered students are attending school, have classes assigned to them, and have a homeroom. [SRIM Directive, Definitions]

6.1. Suggested Annual Student Enrolment Process

The following is a suggested process for conducting the annual student enrolment process. The annual enrolment process can be part of the reviews of student records required for every student in the school who has not yet graduated. [Student Record Regulations, s3(2)]

Part A

- During the first three days of classes at the beginning of the school year, school staff, under the direction of the school leader, send home with each registered student, a copy of their personal and family contact information together with any forms needed to request a correction to the information. Staff ask the parent or adult student to confirm or to request an update of this information (e.g., request a correction to biographical information, updates to contact information, custody information, key health information such as new allergies or relevant health conditions).

Staff keep the information stored securely at the school until it is sent home with students. Staff are to provide the information in sealed envelopes, addressed to the parent or adult student.

See section 6.3 below for a suggested process to correct the student record.

Part B

- In parallel with Part A, during the first five days of class at the beginning of the school year, the school leader or designate reviews student records in the SIS to confirm that all registered students:
 - are attending school and have not left the community
 - have classes assigned to them; and
 - have a homeroom.
- If registered students have not attended school since the start of classes, the school leader or designate follows the school's process for addressing non-attendance. The school leader or designate should refer to the DEA/ CSFN registration and attendance policy to ensure that actions to address non-attendance are aligned with the DEA/CSFN's policy.

The school leader or designate also finds and resolves any concurrent students in the school during the enrolment process. See section 6.2 below for information on how to search for and resolve concurrent students.

6.2. Concurrent Students

A concurrent student is registered in two or more schools at the same time. Concurrent registrations can lead to inaccurate information being entered (e.g., students marked absent at a school they no longer attend). If a student is registered in more than one school, the school where the student is now active, (i.e., the non-'Home' school), may face restrictions around scheduling, attendance, and reporting for the student. The following is a description of the process for identifying and resolving any concurrent students in the SIS. [Source: *SIS User Manual*]

1. Click **Student Records**. Type % in the **Search** field and click **Search** [*accessible to select roles only*]. The search results will show ALL students at your school.

Student search
Arnaqsaq School

57:30

STUDENT SEARCH ADVANCED SEARCH SAVED SEARCHES

Search

Surname, usual name
% Use Soundex

Search criteria

Search by
Surname, usual name

Consider students registered

This and next year
 This year only
 Next year only
 Withdrawn (no longer enrolled this year)
 Past (enrolled in previous years)

Also search name in

Name changes
 Alias

Consider students in cohort group(s)

- Change the view style from **List view** to **Table view** to see the **Edsembli record owner** column. This column will show which students are enrolled concurrently (if any). Click on the **Edsembli record holder** column to sort the students, then select the last page listed to see if any students are enrolled concurrently at your school and another school.

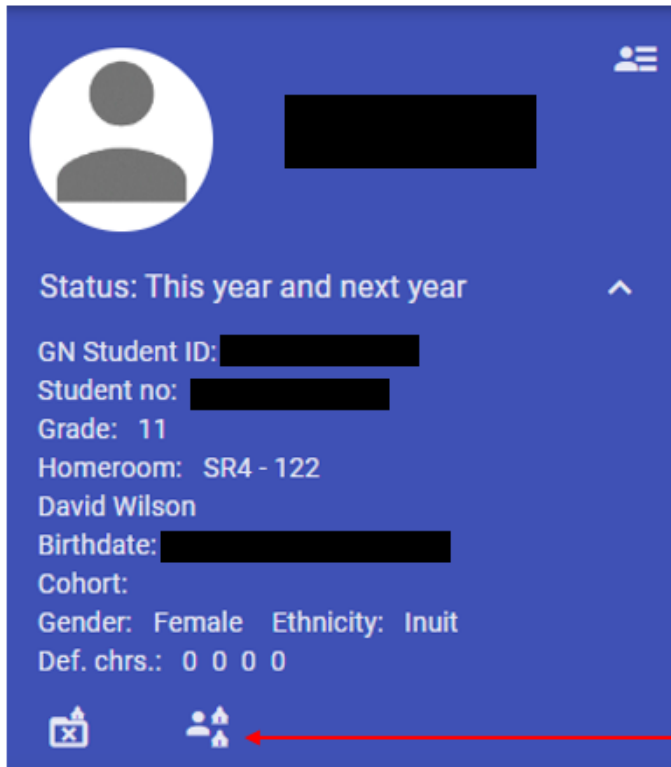
Search results

Surname	Given name	Middle name	Usual name	Legal name	School year status	edsembli record owner	Grade	Homeroom	SN
Aglak	Candace		Candace		This year and next year	Yes	02	2 2-50	003006303
Aglak	Hanna		Hanna		This year and next year	Yes	01	1 1-07	003007284
Aglak	Jonah	Gettali	Jonah	Aglak	This year and next year	Yes	09	9A 9-05	2010683
Aglak	Kenneth		Kenneth		This year and next year	Yes	04	4A 4-47	003004874
Aglak	Lyle		Lyle	Aglak	This year and next year	Yes	06	6A 6-51	003002719
Akazak	Jessie	Selma	Jessie		This year and next year	Yes	04	4A 4-47	003004875
Akazak	Marnie	Quinn	Marnie Flowers	Akazak	This year and next year	Yes	08	8A 8-69	003005044
Akazak	Russel		Russel		This year and next year	Yes	10	10 1073	002010117
Akazak	Jarvis		Jarvis	Akazak	This year and next year	Yes	06	6A 6-51	003001150
Akiana	Ella		Ella		This year and next year	Yes	K	K.A K-06	003003043
Akianaq	Akigal		Akigal		This year and next year	Yes	11	11 1152	002009481
Akianaq	Akseen Sheema		Akseen Sheema		This year and next year	Yes	03	3A 3-08	003002705
Akianaq	Garita		Garita		This year and next year	Yes	02	2 2-50	003006304
Akianaq	Henry		Henry		This year and next year	Yes	04	4A 4-47	003004876
Akianaq	Mason		Mason		This year and next year	Yes	01	1 1-07	003007285

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Click here to change the view to **Table view**. This will show the **Edsembli record owner** column.

- A concurrent student will not have anything listed in the **Edsembli record owner** column. If there are any concurrent students enrolled at your school, these will need to be resolved to avoid incorrect data entry. Open the record for each student that has a concurrent enrolment.
- The concurrent enrolment will be identified at the bottom of the purple student information box in the top left corner of the student record in Nunavut SIS.



Look for this icon to indicate that there is a concurrent enrolment for this student.

Hover the cursor over this icon to identify the other school the student is enrolled at concurrently. If the student is currently attending the other school, withdraw the student. If the student is currently attending your school, contact the other school to request that they withdraw the student. See *section 7* for more information about how to withdraw a student.

6.3. Corrections to Student Records

The following is a suggested process for making corrections in the student record to the information obtained during registration. The information gathered during the registration process is personal information (*Exception: information about previously attended schools is not considered personal information*).

- The school leader receives the request for correction in writing from a parent/adult student. For example, this may be the result of the annual enrolment process at the start of classes in the fall, when parents/adult students are asked to verify their personal information and family contact information.
- The school leader informs the parent/adult student in writing of the school leader's decision to either correct or not correct the personal information in the student record as requested by the parent/adult student within 14 days of receiving the request.
 - If the school leader agrees with the request, the school leader corrects or collaborates with the Registrar, Student Records to correct the personal information within 14 days of receiving the request. See the *Student Records Information Management Directive* or the *Secondary School Leaders' Handbook (2023)* for the standard *Request for Correction of Student Information* form.

Guidance related to the correction of other types of information in the student record (e.g., corrections to address obvious errors, or to remove duplicate information identified through an audit) is provided in the *Student Records Information Management Directive* and by reaching out for help at studentregistrar@gov.nu.ca.

The following is a description of the process of making corrections to student record information in the SIS (Source: *SIS User Manual*)

1. Select the **student record** to be corrected. The **Personal** tab in the student record provides access to personal and family contact information including mailing address, parents and their addresses, emergency information, and special custody arrangements.

The screenshot displays the SIS interface for a student record. The top navigation bar shows 'Student records' and 'Russell Akseerok - Annapolis School'. The left sidebar contains a navigation menu with options: Summary, Personal (selected), Demographics, Contact info, Indigenous, Digital documents, Family & contacts, Class info, Attendance, Enrolment, Achievement, and Previous years. The main content area is divided into two tabs: 'Name' (active) and 'Aliases (AKA)'. The 'Name' tab contains the following fields:

- Preferred name: [Empty]
- Preferred surname: Akseerok
- Preferred name: Russell | Preferred middle name(s): [Empty]
- Preferred name same as legal name: Yes
- Birthdate: 4/2/2007
- Source document (for name/birthdate verification): [Empty]
- Document number (last 4 digits): [Empty]
- Name entered is exactly as appears on Source Document: Yes
- Name changes: [Dropdown menu]

Below the 'Name' tab is the 'Information disclosure restrictions' section, which includes a table with columns: Restriction type, Active, Effective date, Expiry date, and Restriction details.

To correct the preferred name or aliases for the student:

2. Click **Name** on the **Personal** tab. Enter the preferred name or aliases.

To correct the custody arrangement:

3. Click **Custody** on the **Family & Contacts** tab. Enter the custody arrangement information.

Student records
Russell Akearok - Amnagsaq School

59:52

Russell Akearok
Akearok, Russel

Status: This year and next year

ON Student ID: 000910117
Student no: 000002010117
Grade: 10
Home room: 10 - 1073
Danielle Huggins
Birthdate: 4/2/2007 Age: 15 Years 7 Months
Cohort:
Gender: Male Ethnicity: Inuit
Dir. chrs.: A

Enter search here.

Summary

Personal

Family & contacts

Contacts

Custody

Siblings

Custody

Note

Special custody
No

Legal guardian, Custodian

Jamie Akearok

Father

Cell (867)217.0459


Legal guardian, Custodian

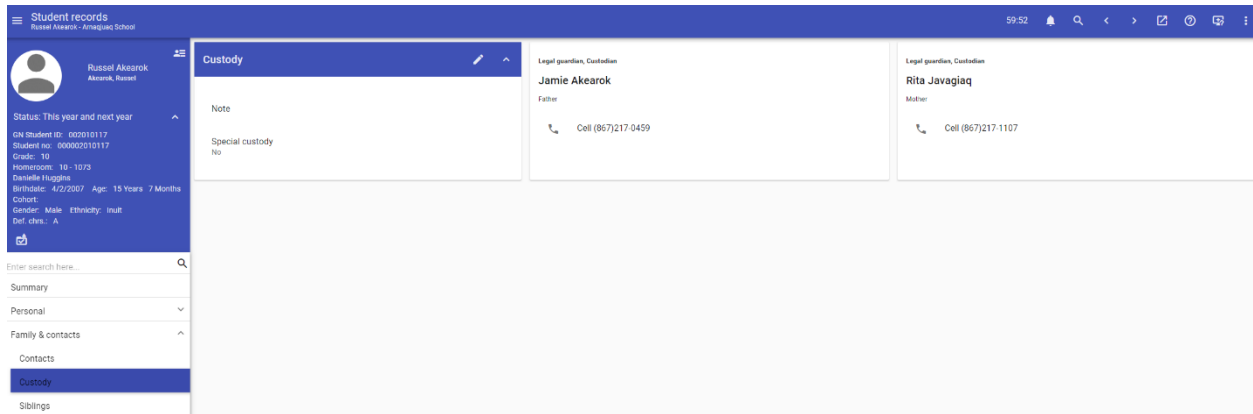
Rita Javagliaq

Mother

Cell (867)217.1107

To correct the contact information for the student or parents, emergency contact:

4. Select the **Family/Contacts** tab in the biographics tab. Click  to correct the student and parent contact information, and identification of emergency contacts.



5. Select the **Student/Father/Mother** tab to select the individual whose information you wish to update. Correct the information.
 - a. Click the **Add Contact** button to add other contact options e.g., Doctor.
 - b. Check the box for **Emergency Contact** in the tab of the individual you wish to identify as the emergency contact.

Russel Akearok
Akearok, Russel

Status: This year and next year

GN Student ID: 002010117
Student no: 000002010117
Grade: 10
Homeroom: 10 - 1073
Danielle Huggins
Birthdate: 4/2/2007 Age: 15 Years 7 Months
Cohort:
Gender: Male Ethnicity: Inuit
Def. chrs.: A

- Enter search here...
- Summary
 - Personal
 - Family & contacts
 - Contacts**
 - Custody
 - Siblings
 - Class info
 - Attendance
 - Enrolment
 - Achievement
 - Previous years
 - Emergency
 - Special education
 - Fees
 - Notes
 - Custom fields
 - Incident info
 - Transportation
 - Lockers
 - Library
 - Security

All (contact order)

- Contacts
- Jamie Akearok**
Father
 - Rita Javagliaq
Mother

Father: Jamie Akearok

Legal guardian, Custodian, Emergency contact 1

Phone

(867) 217-0459
Cell

Email

Address

Current: mailing and physical
PO BOX 71
Hall Beach NU X0A 0K0

Custody

Note

Legal guardian
Yes

Custodian
Yes

Contact details

Last verified date
5/10/2016


Emergency contact
Yes

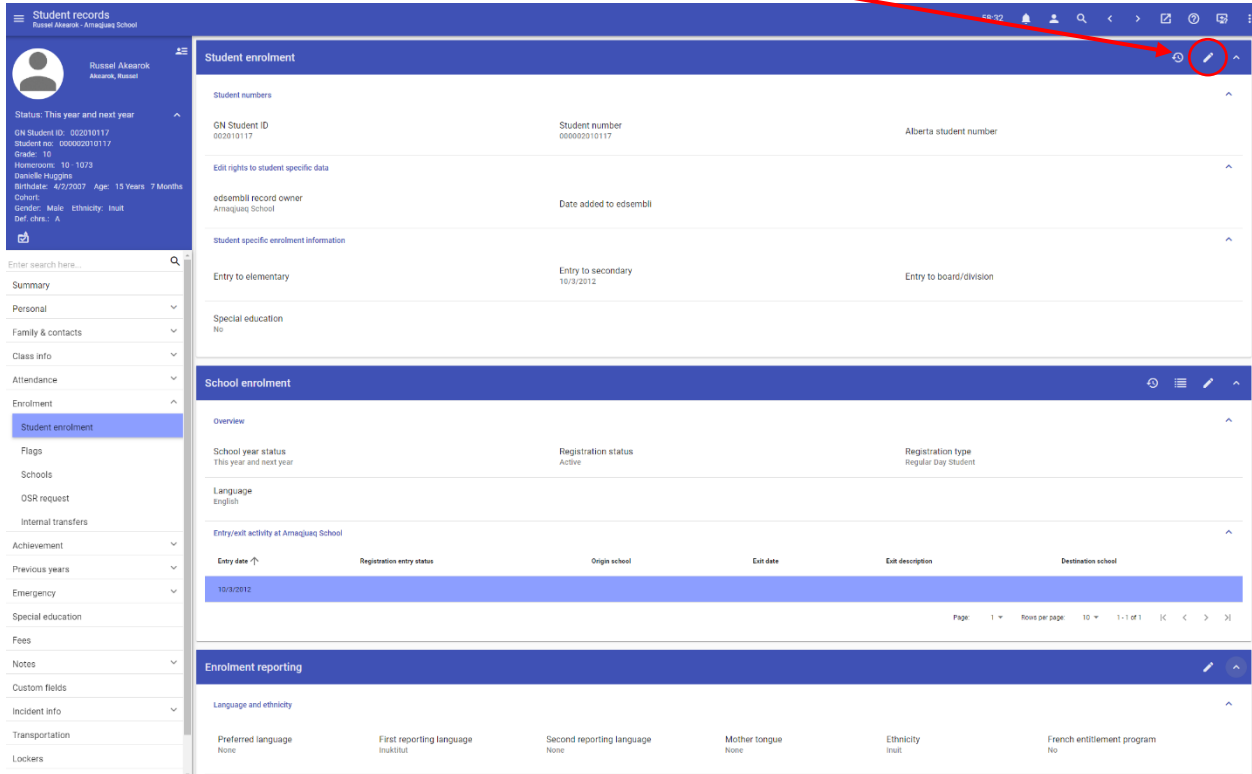
School closure contact
No

7/1/2014 Unsolicited electronic communication
Unknown



To correct other enrolment information gathered at the time of registration:

6. Select the student record to be corrected. Select the **Student Enrolment** section of the **Enrolment** tab. Click the pencil icon  to edit the desired subsection on the **Enrolment** tab.



The screenshot displays the 'Student records' interface for Russel Akearok. The left sidebar contains a navigation menu with categories like Summary, Personal, Family & contacts, Class info, Attendance, Enrolment, and Achievement. The 'Enrolment' section is expanded, showing 'Student enrolment' as the active tab. The main content area is divided into three sections: 'Student enrolment', 'School enrolment', and 'Enrolment reporting'. The 'Student enrolment' section includes fields for GN Student ID, Student number, and Alberta student number. The 'School enrolment' section includes an overview table for entry and exit activity at Amaqmaq School. The 'Enrolment reporting' section includes fields for preferred language, first reporting language, second reporting language, mother tongue, ethnicity, and French entitlement program. A red arrow points to the pencil icon in the top right corner of the 'Student enrolment' section header.

Entry date	Registration entry status	Origin school	Exit date	Exit description	Destination school
10/9/2012					

Preferred language	First reporting language	Second reporting language	Mother tongue	Ethnicity	French entitlement program
None	Inuktitut	None	None	Inuit	No

7. Correct the enrolment information by updating information in the appropriate fields.

Note-

- The school cannot edit the following: Legal name, date of birth, GN ID, Alberta Student Number
- The following is not required/not used in Nunavut: Document Number, Doc. Issue Date, Resident Board

7. Enrolment of Students Transferring Between Schools Within Nunavut

When a student who is registered at a school in Nunavut transfers to another school within Nunavut, the information in the SIS must be transferred correctly. Putting Tunnganarniq in practice, being welcoming to others, open in communications and inclusive in the ways of interacting, ensures that the student is enrolled only once in the SIS, avoiding a duplication of records. The sending school leader must withdraw the student and the receiving school leader must enrol the student in the SIS.

7.1. Student Record Transfer Process

The following is a suggested process for the student record transfer process (Source: *SIS User Manual*).

1. When a parent/adult student contacts the school to register, school staff confirm with the parent/adult student if the student has previously registered at another school. If the student attended another school in Nunavut, the receiving school leader ensures that the details from the sending school are confirmed with the parent/adult student. The receiving school leader ensures the recording of details such as the grade, homeroom, and school year last attended by the student at the sending school. For students transferring from outside of Nunavut, see the *SRIM Directive* for more information on transferring the student record.
2. Within three days of the student transferring to the school, the receiving school leader contacts the sending school leader to request the transfer of the student record, using the *Transfer of Records Form* found in the *SRIM Directive*.
3. The sending school leader initiates the transfer of the student record within three days of receiving a request from the receiving school leader. The school leader sends any paper-based student record information stored at the school and not found in the SIS by registered mail, marking the envelope "Private & Confidential". The school leader ensures the completion of the *Record of Transfer Between Schools* found in the *SRIM Directive* at the time the paper-based student record information (if any) is mailed to the receiving school. The sending school leader keeps a transitory copy of the student record information until the receiving school confirms receipt. If the paper-based student record information is not at the school, the school leader requests the records from the Registrar, Student Records using the *Request of Transfer of Records Form* found in the *SRIM Directive* and submitting it to studentregistrar@gov.nu.ca.
4. After sending the paper-based student record information, the sending school leader withdraws the transferred student in the SIS.

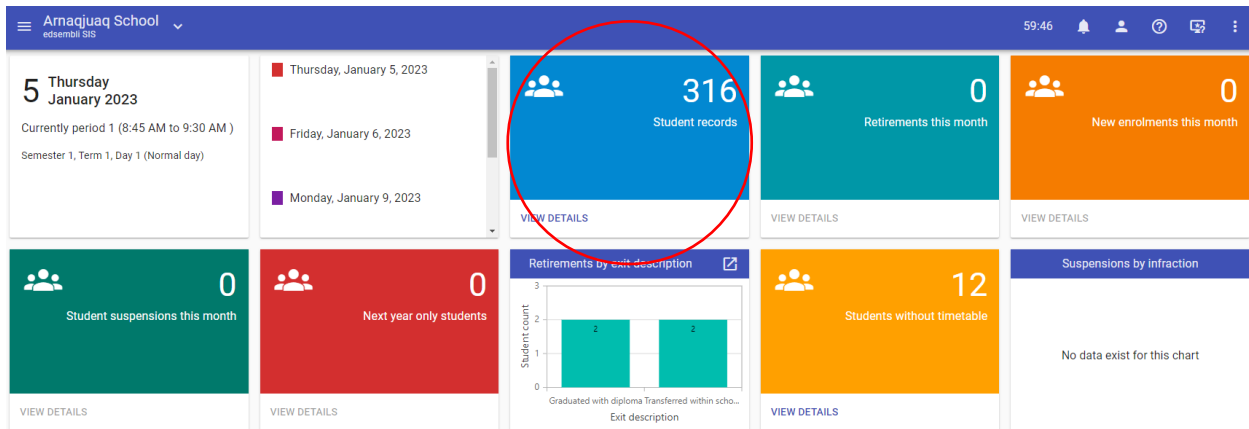
5. When any paper-based student record information is received, the school leader completes the *Record of Transfer Between Schools Form* found in the *SRIM Directive*. The receiving school leader also contacts the sending school leader to confirm the student record information was received.

6. The receiving school leader searches for the transferred student in the SIS and enrolls that student in the SIS. If the transferred student cannot be found in the SIS, the receiving school leader contacts the sending school leader to confirm the transferred student's information and to ensure the transferred student has been withdrawn from the sending school in the SIS. If issues persist, the receiving school leader must contact the Student Registrar (studentregistrar@gov.nu.ca) or the SIS Team (NUSIS@gov.nu.ca). The receiving school leader is to ensure that the transferring student is NOT registered as a new student.

7.2. Withdrawal of Transferred Students

1. The following is a description of the process for withdrawing a student who has transferred to another school in the SIS. (Source: *SIS User Manual*)

2. Go to **Student Records**. Search for the student to withdraw. Open their student record.



- Go to the **Enrolment** menu. Click the Student enrolment tab. Once the enrolment page opens, select **School enrolment**.

Edit entry/exit
Russel Akearok - Arnaqjuaq School

59:44

Overview

School year status: This year and next year

Registration status*: Active

Registration type*: Regular Day Student

Language: English

Current - entry info

Entry date to this school*: 10/3/2012

Registration entry status*: Registration entry status is required

Origin school:

Current - exit info

Exit date: _____

Exit description: _____

Destination school: _____

Previous enrolment at Arnaqjuaq School

No previous enrolment data exist for this student

CANCEL SAVE

- Under **Overview**, select **Withdrawn** under both the **School year status** and the **Registration status**.

Select the date the student stopped attending the sending school in **Exit date** under **Current – exit info**

- Select the reason the student stopped attending in the **Exit Description** under **Current – exit info**.

The following are the possible **Exit Description** choices:

- Child Care
- Completed prescribed course of studies (no diploma)
- Created in error
- Deceased
- Left school for health reasons
- Other
- Pregnancy
- Seeking employment
- Sports
- Disciplined out
- Dropped out

- Gone to work
- Graduated with diploma
- Graduated with diploma (continuing post-secondary)
- Transferred to other country

- Transferred to other province or territory
- Transferred within Nunavut
- Transferred within school region
- Unknown

6. Select the receiving school in the **Destination School** under **Current – exit info**
7. Click **Save**.

Set student **School year status** to **Withdrawn** under **Overview**.

Give an accurate **Exit date** (the date student stopped attending), give **Exit description**, and assign **Destination school** if the student transferred to another school under the **Current – exit info**.

7.3. Enrolment of Transferred Students

The following is a description of the process for searching for and enrolling a transferred student at the receiving school in the SIS. (Source: *SIS User Manual*)

1. In the SIS, select **Add New Students** from the **Students** menu.

2. Enter the Surname, Given name and Date of Birth of the transferred student and click **Search**.

The screenshot shows a web interface for adding a new student search. The header is blue and contains the text "Add new student search" and "Arnaq School". The main area is white and contains a form with the following fields:

- Surname ***: A red asterisk indicates this is a required field. Below the field, it says "This is a required field."
- Given name(s)**: A text input field.
- Middle name(s)**: A text input field.
- Suffix**: A text input field.
- GN student ID**: A text input field.
- Birthdate ***: A date picker field.
- Gender ***: A dropdown menu.

A search button with a magnifying glass icon is located on the right side of the form. The word "Criteria" is written above the form fields.

- If the transferred student is not found, use the **Advanced Student Search** to identify close matches.

Add new student search
Arnaquaq School
59:30

Criteria

Surname: Given name(s): Middle name(s): Suffix: GN student ID:

Birthdate: Gender:

Ignore:

Surname
 Given name(s)
 Middle name(s)
 Suffix
 GN student ID
 Birthdate
 Gender

Results

	Name	AKA	Birthdate	Gender	School	Entry date	GN student ID
<input type="checkbox"/>	Smith, Nicholas (Nicholas)		9/23/2011	Male	Aqsarniit Ilinniarvik	6/30/2022	003002719
<input type="checkbox"/>	Smith, Christine (Christine)		4/6/1982	Female	Nakasuk School	3/1/1990	001010612
<input type="checkbox"/>	Smith, Cayle (Cayle)		3/9/2011	Male	Aqsarniit Ilinniarvik	6/30/2022	003001806
<input type="checkbox"/>	Smith, Hawksley (Hawksley)		5/6/2005	Male	Simon Alattuq School	8/3/2015	002008674
<input type="checkbox"/>	Smith, Lisa (Lisa)		10/31/1974	Female	Leo Ussak Elementary School	8/7/1984	001006324
<input type="checkbox"/>	Smith, Sterling (Sterling)		1/18/1980	Male	Leo Ussak Elementary School	8/8/1985	001009299
<input type="checkbox"/>	Smith, Shawn (Shawn)		1/19/2001	Male	Joamie School	8/5/2006	002005056
<input type="checkbox"/>	Smith, Emily (Emily)		4/29/1999	Female	Sarn Pudlat School	8/27/2004	002003458
<input type="checkbox"/>	Smith, Shelby (Shelby)		1/26/1993	Female	Kullik Ilihakvik	9/8/1998	001018647
<input type="checkbox"/>	Smith, Nicholas (Nicholas)		9/30/2011	Male	Nanook School	8/31/2015	003001807
<input type="checkbox"/>	Smith, Samantha (Samantha)		11/7/1992	Female	Quluaq School	8/27/1997	001017984
<input type="checkbox"/>	Smith, Alaq (Alaq)		2/22/1988	Male	Nakasuk School	8/30/1993	001014757
<input type="checkbox"/>	Smith, Richard (Richard)		12/27/1983	Male	Nakasuk School	8/22/1988	001011713
<input type="checkbox"/>	Smith, Maggie (Maggie)		4/20/2017	Female	Nakasuk School	9/1/2022	003008892
<input type="checkbox"/>	Smith, Owen (Owen)		3/4/2015	Male	Nakasuk School	9/1/2020	003006953

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CANCEL ACCEPT AND ADD STUDENT NOT FOUND

- If the transferred student is identified in the search, click on the **student's name**. Select **Accept and enrol the selected student** at the bottom of the window.
- If the transferred student cannot be found, the receiving school leader contacts the sending school leader to confirm the transferred student's information and to ensure the transferred student has been withdrawn from the sending school in the SIS.

8. Encouraging Registration

In the spirit of Inuuqatigiitsiarniq, showing respect and a caring attitude for others, the following examples are being shared. These are actions/activities that are currently being implemented by Nunavut schools to encourage registration. The examples come from the consultations led by the Department of Education in 2019 around attendance and registration. The *Education Act* (s.37(4)) also requires the *DEA Registration and Attendance Policy* to include measures to encourage parents to

register their children. Although current existing DEA registration and attendance policies focus on the requirement for parents to register their children rather than specific measures, examples of other measures to encourage registration may be included in future policies or in policies that are assigned by the DEA Coalition in the absence of a registration and attendance policy.

- Starting registration for the following school year before the end of March or April to allow follow-up with parents of unregistered students before the school closes for the summer;
- School leaders engaging with the local health centre directly or through the DEA to identify students who should be registered;
- Orientation sessions for the student cohorts starting at the school the following school year;
- Encouraging progression from daycare or Head Start programs to kindergarten;
- Open house registration days with prizes/food; and
- Local radio and social media announcements, pamphlets and letters (to non-registered students) to raise awareness about registration.

9. Registration Form

The following is the Nunavut Student Registration form. **A fillable pdf version is available to print in the *Authoritative Documents for School Leaders Library*.**

Student Registration Form

The parent/guardian/adult student completes sections 1-9. School staff complete sections 10-11.

Date		
1. Student Personal Information		
Surname	First name	Middle name(s)
Other names used (aliases) (optional)		Preferred name if aliases given (optional)
Date of birth (yyyy/mm/dd)		Entitled to Attend school in Nunavut <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification document used to confirm <u>name</u>	Verification document used to confirm <u>date of birth</u>	Verification document used to confirm <u>entitlement to attend school</u>
<p><u>Verification documents that can be used:</u></p> <ol style="list-style-type: none"> 1. An identification document with a photograph and date of birth that was issued by the Government of Nunavut, the Government of Canada, or the government of a province or another territory (e.g., passport, Permanent Resident Card, driver's licence) 2. a Canadian birth certificate; 3. a Canadian citizenship certificate; 4. a Canadian adoption certificate; 5. a Canadian marriage certificate; 6. other government issued documentation approved by the school leader; 7. <i>where one of these verification documents cannot be produced</i>, a signed statutory declaration by the parent, or Adult Student 		
Gender identification or expression (optional) M=male, F=female, X=unspecified		Ethnicity (optional) I=Inuit, A= Aboriginal non-Inuk, N=non-Indigenous
Grade student is enrolling into		
Government of Nunavut Student Identification Number		
Any other student identification number(s) (e.g., Alberta Student Number, GNWT Student		

Identification Number

2. Previous school history (start with most recently attended school if multiple schools attended)	
Previous school 1	
Name	
Mailing address	
Date registered at School 1	How long the student attended School 1
Student Identification Number	
Previous school 2	
Name	
Mailing address	
Date registered at School 2	How long the student attended School 2
Student Identification Number	

If the student has previously attended another school in Nunavut, STOP. Complete the <i>Request for Transfer of Records Form</i>
--

3. Parent/Guardian/Adult student's contact information	
Parent/Guardian #1 or Adult Student	
Surname	First name
Telephone number (for Parent/Guardian, number during school hours)	Email address
Mailing Address	
Home Address	
Parent/Guardian #2 (optional)	
Surname	First name

Telephone number during school hours	Email address
Mailing Address	
Home Address	

4. Special circumstances – Custody issues

5. Emergency contact information		
Surname	First name	Telephone number during school hours
Surname	First name	Telephone number during school hours

6. Student contact information – for minor (optional)	
Telephone number (optional)	Email address (optional)
Mailing address	
Home address	

7. Language preferences		
1 st preference of language to receive reports from the school <input type="checkbox"/> Inuktitut <input type="checkbox"/> Inuinnaqtun <input type="checkbox"/> English <input type="checkbox"/> French	2 nd preference of language to receive reports from the school (optional) <input type="checkbox"/> Inuktitut <input type="checkbox"/> Inuinnaqtun <input type="checkbox"/> English <input type="checkbox"/> French	Language(s) spoken by student (optional) <input type="checkbox"/> Inuktitut <input type="checkbox"/> Inuinnaqtun <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other
Is this student entitled to access French as a First Language education as per <i>Section 23</i> of the		

Canadian Charter of Rights and Freedoms? Yes No

8. Health information (optional)

Are there any health issues for the student that the school should be aware of? (optional)

Yes No

If yes, please describe. A health care number may be provided (optional).

Add pages to this form if more than two previous schools attended

9. Parental/Guardian/Adult student declaration

I declare that the above information is correct to the best of my knowledge.

Signature

Date (yyyy/mm/dd)

10. School information

Name of school

Community

School ID number

School leader's signature (required)

Date (yyyy/mm/dd)

11. Office Use Only

Date received (yyyy/mm/dd)

Date processed (yyyy/mm/dd)

Information confirmed by school staff against verification document(s):

Name Date of Birth Entitlement to Attend School

Information **Confirmed By** - Staff Name

Staff Signature

Date Confirmed
(yyyy/mm/dd)

Information **Entered into SIS** By – Staff
Name

Staff Signature

Date Entered
(yyyy/mm/dd)

Information in SIS **Reviewed By** – Staff
Name

Staff Signature

Date Reviewed
(yyyy/mm/dd)

10. Parent Consent Form – Information Sharing Between the Health Centre and the School

As early as possible in January each year, elementary school leaders should meet with the health centre staff, discuss and make a plan for the registration process of incoming kindergarteners. Planning ahead is especially important because health centres are often understaffed and looking into health records takes plenty of time.

Here is a recommended timeline for planning kindergarten registration:

January: The elementary school leader or designate (typically the student support teacher and ilinniarvimmi inuusiliriji) to arrange a meeting with the health centre manager to discuss and plan that year's kindergarten registration.

At this meeting, share copies of the ***Consent to Release Information for Kindergarten Registration Form, (see Appendix A)***. The form allows parents of incoming kindergarteners to consent to the health centre disclosing the name of the child to be registered, the parent's contact information, and/or health information relevant to the child's transition into kindergarten to the school.

At the meeting, request that the form be made available to the parents of incoming kindergarteners in your school community. Take multiple copies with you to the meeting and provide more copies if needed. Don't leave it to understaffed health centre managers to make enough copies.

Discuss and agree on how to put out general community announcements to the parents of incoming kindergarteners about beginning the registration of their children's school by signing the release of information form either at the health centre or the school.

Through communication channels with the community, encourage parents of incoming kindergarteners to sign information release forms so that health centre staff can begin gathering information.

Hold a registration event at the school and encourage parents to sign the information release forms if they haven't already done so and then a designated staff member can collect or submit the signed forms to the health centre.

Once the health centre releases the consent to information of incoming kindergarteners to the school, it's important for designated school personnel to follow up on the information received and to check with the DEA on known incoming kindergarteners for whom information was not received.

The released information is then entered into the SIS and referrals for required education support services (edustudentreferrals@gov.nu.ca) are completed.

This helps the school begin kindergarten registration, plan for education support services and submit requests for additional student support assistants before the end of the school year.

11. Key Components of Registration – A Checklist

The following is a checklist that describes the key registration actions that schools must complete, including actions related to data entry. The checklist can be used by schools as well as Superintendents to ensure high quality registration. Part A focuses on the annual spring registration. Part B focuses on the school’s regular practices related to ongoing registration-related activities.

Registration Checklist for Schools

Please access the *Authoritative Documents for School Leaders Library* for a printable version of this checklist as well as for any other document referenced within these guidelines.

The school leader completes the checklist which may be shared with or required by the Superintendent of Schools.

Part A – Annual Registration and Enrolment Activities

Completed	Timing	Action
<input type="checkbox"/> Yes <input type="checkbox"/> No	Winter	The spring registration period is set in collaboration with the DEA/CSFN.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Winter-Spring	The local community health centre is contacted about school registration, their role is discussed, and the centre is provided with copies of the consent form <i>Consent to Release Information for Kindergarten Registration Form</i> .
<input type="checkbox"/> Yes <input type="checkbox"/> No	Winter-Spring	At least 2 reminders are provided to the community health centre about the consent form.
<input type="checkbox"/> Yes <input type="checkbox"/> No	As soon as possible and well in advance of spring registration	Consent forms are picked up from the community health centre and stored securely at the school.
<input type="checkbox"/> Yes <input type="checkbox"/> No	At least 2 weeks before spring registration	Parents who consented to information-sharing by the health centre are contacted. Parents are informed about the registration process, documentation needed to register, and how to get a registration form. Supports are discussed with parents where relevant.
<input type="checkbox"/> Yes <input type="checkbox"/> No	At least 2 weeks before spring registration	Parents are notified about the registration process and the documentation needed for registration, and any related registration event in collaboration with the DEA/CSFN.
<input type="checkbox"/> Yes <input type="checkbox"/> No	At least 2 weeks before spring registration	Announcements are made through different channels (e.g., social media, radio announcements, postings at community gathering spaces) to notify parents (parents of kindergarten and occasionally grade 1 students) about the registration process, documentation needed for registration, and any registration event. Registration forms are made available to parents (e.g., printed copies are available at the school).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Before spring registration	Preparations for any registration event (e.g., open house with food, prizes) are completed.

Completed	Timing	Action
Annual Enrolment		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Before the start of classes	Printed copies of personal and family contact information and copies of the correction request form are prepared for each student in sealed envelopes addressed to the parent/Adult Student and stored securely at the school.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During annual enrolment (first 3 days of classes)	Copies of personal and family contact information are sent home with every registered student for confirmation, along with the correction request form.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During annual enrolment (first 3 days of classes)	It is confirmed that all registered students: <ul style="list-style-type: none"> • are attending school and have not left the community • have classes assigned to them; and • have a homeroom.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During annual enrolment (first 3 days of classes)	A search has been completed for concurrent students in the school and all concurrent students have been resolved.

Part B – The School’s Regular Registration-Related Practices

Practice is Followed	Timing	Practice
Registration – General		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ongoing	Registration is encouraged throughout the community in collaboration with the DEA/CSFN.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ongoing	School staff provide information about the registration process and the documentation needed for registration to parents/Adult Students who ask to register at the school.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During registration	School staff confirm that students requesting registration have not been previously registered at another Nunavut school and initiate a student record transfer instead of registration if appropriate.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During registration	Registration information is entered directly into the SIS into new student records with parents/Adult Students present or school staff confirm the information in the registration form against the documentation provided and with the parents/Adult Students when receiving the forms.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During registration	Different school staff enter the registration information into the SIS and review the new student record.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During registration	Paper registration forms are stored securely at the school until they have been entered into the SIS and reviewed.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During registration	Paper registration forms are destroyed after being entered into the SIS and reviewed.
<input type="checkbox"/> Yes <input type="checkbox"/> No	After registration	Parents are contacted at least once every 2 weeks to obtain missing registration information, missing verification documents, or to receive a signed statutory declaration.
<input type="checkbox"/> Yes <input type="checkbox"/> No	After	Consent forms : <i>Consent to Release Information for Kindergarten</i>

Practice is Followed	Timing	Practice
	registration	<i>Registration Form</i> are added to the student's record.
Registration Information Corrections		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ongoing	Requests from parents/adult students to correct information in the student record are made using a completed written request (information correction form).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ongoing	Requests from parents/adult students to correct information are responded to and any agreed upon corrections made within 14 days of receiving the request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ongoing	Parents/adult students are informed of the dispute resolution process if they disagree with the school leader's decision on an information correction request.
Enrolment of Transferred Students		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Within 3 days of a student transfer	Requests to transfer student records are sent to sending school leaders.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Within 3 days of receiving a transfer request	Student record transfers are initiated, as the sending school, when a student has transferred away to another school.
<input type="checkbox"/> Yes <input type="checkbox"/> No	As soon as practicable after receiving a transfer request	Any paper-based student record information at the school and not in the SIS is sent to receiving school(s) by registered mail, marked "Private & Confidential." Transitory copies are kept until the information has been confirmed received.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During student record transfer	The <i>Record of Transfer Between Schools</i> is completed for any paper-based information sent/received.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During student record transfer	Transferred students are withdrawn in the SIS when a student transfers away to another school.
<input type="checkbox"/> Yes <input type="checkbox"/> No	During student record transfer	Transferred students entering the school are enrolled in the SIS. NO new student records are created, and support is sought from sending school leaders and if needed, the SIS Team, if transferred students cannot be located in the SIS.