

**Willow Home Ed  
Application 2018 - 2019**



After an extensive rebranding process, we are pleased to announce Willow Home Ed as the new name for Third Academy's Home Education program. Thank you to everyone who has participated in this process and all the hard work to date. We will be developing the dedicated website next.

Third Academy's role is to serve as your associate private school board as prescribed by the School Act Section 29, *Home Education Regulations*, A.R. 145/2006. Willow Home Ed staff, including our Home Education Managers, remain employees of Third Academy. All Willow Home Ed registrants will be on Third Academy's roll. The transition to Willow Home Ed is planned to be as seamless as possible.

Why the change? Willow Home Ed serves a community that is unique: home education. Third Academy has been serving students with special needs for 20 years now and that identity- brand if you will- is strong. Launching Willow Home Ed allows us to develop our brand for our home education community. This falls in line with our business plan in serving more home education families even better in the years to come. If you have any questions, please contact your Home Education Manager or, if you are a first time applicant, Joe Smith, Principal Willow Home Ed.

We thank you for your interest in joining Willow Home Ed to support you in providing for your child's home education needs for the 2018 - 2019 school year.

Please review and complete this application package and return it to us as soon as possible, *preferably by the end of May 2018*. To facilitate any transfer of student records, it is necessary that parents of both continuing and new students provide all requested forms and information on the Application Checklist. One complete application form for each student is required. If you need assistance to fill the application package, please contact your Home Education Manager or, if you are a first time applicant, Joe Smith, Principal Willow Home Ed.

Your complete application package will be reviewed. We will send you a letter confirming your child's acceptance as well as the Parent Handbook 2018-2019.

Sincerely,

Joe Smith, BEd, BPEd  
Principal, Willow Home Ed

Sunil Mattu, LLB (Honours) Law, BEd  
Executive Director, Third Academy

**Willow Home Ed  
#3, 510—77th Avenue SE Calgary AB T2H 1C3  
Phone: (403) 288-5335**

**Willow Home Ed  
Application Checklist  
2018-2019**



Email to [josmith@thirdacademy.ca](mailto:josmith@thirdacademy.ca)

Student Name: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_

Send documents by fax, mail, email, or personal delivery to our office. You will receive an email confirming our receipt of your application. Current Third Academy @ Home students are "Returning Students".					
	<b>We are unable to complete your application until our office receives all REQUIRED documents.</b>	<b>REQUIRED</b>	<b>REQUIRED</b>	Parent Checklist	Office Use
		for Returning Student	for New Student		
1.	Application Checklist (this page)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Application Form (Home Education Regulation Notification Form)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Parent Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Copy of most current Psycho-educational Assessment, if one exists		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Student Cumulative/Confidential Records Release Form		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	Copy of Individual Program Plan, (IPP) if one exists, from last school attended		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Copy of most current progress report/assessment/report card)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	Copy of Student Birth Certificate		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	If student is not a Canadian citizen, a copy of visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence <b>MUST</b> accompany the Birth Certificate		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Guardianship/Custody documents (required if applicable or updated)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**OFFICE USE**

Intake  Registrar

ID # \_\_\_\_\_ Date Processed \_\_\_\_\_

Notes

# Willow Home Ed Parent Questionnaire



Student Name \_\_\_\_\_

2017-2018 School Year Grade \_\_\_\_\_

Completed By: \_\_\_\_\_

Email Address \_\_\_\_\_

1. Why have you selected Willow Home Ed for your child?
2. What was your child's schooling program for 2017-2018 (home education, blended -shared responsibility, online, distance education, or traditional school)?
3. Was the last program you followed successful? Why or why not?
4. Are you planning to be away from your permanent address for any extended period of time? If yes, please explain.
5. What are your child's interests and hobbies?
6. Who is the parent/guardian primarily responsible for the child's program? Does this person work outside of the home? If so, please explain the supervision in place.
7. If your child attended a traditional school in 2017-2018, please check the answer that best describes your child's attendance:  
 Missed less than 5 days of school    Missed between 5-20 days of school    Missed over 20 days of school
8. Has your child ever received a special education code? If yes, which code:
9. Has your child ever had a Psycho-educational Assessment? If yes, please attach a copy of any Individualized Program Plan (IPP) or Psycho-educational Assessment.
10. Does your child have any medical challenges that would affect his/her schooling? If yes, please explain.  
 Yes    No
11. Has your child ever received extra help outside of the classroom or participated in a Learning Support Program or Resource Program? If so, please provide details.
12. Is the student intending to work during the school year? If so, how many hours per week?
13. If your child has not been attending a school program this past year, please explain the circumstances.



**Willow Home Ed  
Student Cumulative/Confidential Records Release Form  
2018-2019**

\_\_\_\_\_  
School/Home School Attended in 2017-2018

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
School Phone Number (include area code)

\_\_\_\_\_  
School Fax Number

\_\_\_\_\_  
Student Name:

\_\_\_\_\_  
Grade, 2017 - 2018

\_\_\_\_\_  
Birthdate: (y/m/d)

\_\_\_\_\_  
Alberta Education Number

**NOTICE TO PREVIOUS SCHOOL**

Please forward the cumulative record for the above-named student(s), to include academic history, any grant coding, assessment information, and any other pertinent information about the student(s) such as health information necessary to provide appropriate programming.

Note that Section 2(1) of the *Student Record Regulation* for the Province of Alberta stipulates the information required to be included on the student's record. Section 2(6)(b) further permits the release of personal information related to the student where inclusion of the information would "be necessary to ensure the safety of students and staff." Section 6(1) of the *Student Record Regulation* provides for the transfer of student records, specifically, "the board from which the student transfers shall, on receipt of a written request from that school, send the student record..." If you have any questions regarding this request, please direct them to Sunil Mattu, Third Academy.

Please send files for the student(s) listed above to:

**Willow Home Ed  
3, 510 – 77 Ave SE  
CALGARY, AB T2H 1C3  
Phone: 403-288-5335**

**Fax: 403-288-5804**

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Sunil Mattu, Executive Director, Third Academy*

\_\_\_\_\_  
*Date*

**HOME EDUCATION REGULATION A.R.145/2006  
 NOTIFICATION FORM  
 School Act, Section 29**

The personal information collected on this form is collected pursuant to the provisions of Section 33(c) of the **Freedom of Information and Protection of Privacy Act**, R.S.A 2000, cF-25, the *Student Record Regulation, A.R. 225/2006* and Section 2 of the *Home Education Regulation, A.R.145/2006* (in the case where the collection is done by an associate board) and pursuant to the provisions of the **Personal Information Protection Act**, the *Private Schools Regulation, A.R. 190/2000* and Section 2 of the *Home Education Regulation, A.R. 145/2006* (in the case where the collection is done by an associate private school) for the purposes of: (a) notifying a School Board or an Accredited Private School that a parent wishes to educate a student in a home education program, (b) verifying that a student is eligible for a home education program, (c) and for providing further particulars on the home education program in which the student will be participating so that the associate board or accredited private school can supervise the program to ensure compliance with the **School Act**. This information will be treated in accordance with the **Freedom of Information and Protection of Privacy Act** and the **Personal Information Protection Act** as applicable and depending on whether the personal information is in the custody of an associate board or an associate private school. Should you have any questions regarding this activity, please contact Zone 6 Services Branch, Alberta Education at 10044-108 Street, Edmonton, Alberta, T5J 5E6 phone: 780-427-5361.

Alberta Education does not require parents who complete a Notification Form to complete a registration form for the associate board or associate private school.  
 Parents choosing blended programs may be required by the school to complete additional forms.  
 Part A and B must be completed by the parents and submitted to the proposed associate board or associate private school.  
 Part C must be completed by the associate board or private school. Parents must be notified in writing of the decision of the associate board or private school to supervise or continue to supervise the home education program within 15 school days of the associate board or private school receiving the Notification Form.  
 Part D must be completed by the parent and submitted to the proposed associate board or associate private school. This part relates to the required descriptions of those components of the proposed Home Education Program that relate to Learning Outcomes referred to in the *Home Education Regulation*.

**PART A Student Information**

- ☐ Notification of Intention to Home Educate with a new associate board or associate private school.
- Notification of Renewal of Intention to Home Educate with the same associate board or associate private school.

1. Legal Surname \_\_\_\_\_ Legal Given Name(s) \_\_\_\_\_

2. Birthdate: \_\_\_\_\_ 3. Gender (M/F): \_\_\_\_\_ 4. Registration Date: \_\_\_\_\_  
 (mm / dd / yyyy) (mm / dd / yyyy)

5. Student Also Known As: \_\_\_\_\_  
 Surname Given Name(s)

6. The name of the student's parent (as defined in the **School Act**, Section 1(1)(q) and (2)):

_____	_____	( ) _____	( ) _____ / _____
(last name) Mother	(first name) Mother	Home Phone	Work/Fax
_____	_____	( ) _____	( ) _____ / _____
(last name) Father	(first name) Father	Home Phone	Work/Fax

Family E-mail Address: \_\_\_\_\_ Alberta Education I.D. # \_\_\_\_\_

(To be provided by the school)

7. The address and telephone number of the student:

Street address or legal description \_\_\_\_\_ (Area code) Telephone number \_\_\_\_\_

Community \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

The address and telephone number of the parent (if different from the student's):

Street address or legal description \_\_\_\_\_ (Area code) Telephone number \_\_\_\_\_

Community \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

8. The address where the education program is to be conducted (if different from the above):

Street address or legal description \_\_\_\_\_ (Area code) Telephone number \_\_\_\_\_

Community \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

9. The citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document:

\_\_\_\_\_

10. The estimated grade level of the student: \_\_\_\_\_

11. The name of the resident school board: \_\_\_\_\_

12. Education program and name of school or name of associate board or associate private school for the previous school year: \_\_\_\_\_

13. Is assistance required in preparing the home education program plan? (Check one)  Yes  No

14. Provide the name of the person(s) providing the home education program or instructing the home education program, if not the parent: \_\_\_\_\_

15. a) For associate school boards – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

Status Indian/First Nations  Non-Status Indian/First Nations  Métis  Inuit

*Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. Alberta school boards are also collecting this information pursuant to the same section in conjunction with section 2(1)(t) of the Student Record Regulation and for the same purposes.*

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by your school board, please contact the School Board Superintendent.

b) For associate private schools (if private school is a Level 2 Accredited Funded Private School) – please see note below.

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian/First Nations       Non-Status Indian/First Nations       Métis       Inuit

*Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.*

*Pursuant to section 13 and 14 of the Personal Information Protection Act (PIPA), Level 2 accredited private schools in Alberta are collecting this information in order to develop policies, programs and services to improve Aboriginal learner success.*

For further information or if you have questions regarding the collection activity by Alberta Education, please contact the office of the Director, Aboriginal Policy, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by the school, please contact the school principal.

16. Section 23 Francophone Education Eligibility Declaration

*Section 2 (1) of the Student Record Regulation states that:*

\*To be completed only if associate board is supervising Home Education

*The student record of a student must contain all information affecting the decisions made about the education of the student that is collected or maintained by a board, regardless of the manner in which it is maintained or stored including (s) if the parent of a student is eligible to have the student taught in the French language pursuant to section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right.*

Pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms*:

Citizens of Canada

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional authority.

A. According to the criteria above as set out in the *Canadian Charter of Rights and Freedoms*, are you eligible to have your child receive a French first language (Francophone) education? (Please place an X in the appropriate box.)

- Yes       No       Do not know

B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?

- Yes       No

**PART B Declaration by Parent**

I/We, \_\_\_\_\_, the parent(s) of \_\_\_\_\_ the student, declare to the best of my/our knowledge that the home education program and the activities selected for the home education program will enable the student (check as applicable):

- to achieve the outcomes contained in the Alberta Programs of Study.  
 to achieve the outcomes contained in the Schedule included in the *Home Education Regulation*.

In addition, I/We understand and agree that the instruction and evaluation of my/our child's progress is my/our responsibility and that the associate board or private school will supervise and evaluate my/our child's progress in accordance with the *Home Education Regulation*.

I/We understand and agree that the development, administration and management of the home education program is our responsibility.

Parents who provide home education programs acknowledge that there are implications when they choose to use programs different from the *Alberta Programs of Study*:

1. Students may not apply to a high school principal for high school credits.
2. Students may not receive an Alberta High School Diploma.

Any student in a home education program may write a high school diploma examination. However the diploma examination mark achieved will stand alone and will not result in a final course mark unless accompanied by a recommendation for credit by a high school principal. A final course mark requires both a school awarded mark and a diploma examination mark. Arrangements to write diploma examinations should be made well in advance of the writing date by contacting the associate school board or associate private school for assistance or Learner Assessment Branch at 780-427-0010.

\_\_\_\_\_  
Signature(s) of Supervising Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
(mm / dd / yyyy)

### **PART C Associate School Board or Associate Private School Notification of Acceptance**

As per Section 2(3) of the *Home Education Regulation* the associate board or associate private school must reply in writing to the parent not more than 15 school days after the date on which it is notified whether it agrees to supervise or continue to supervise the Home Education Program.

This agreement  is accepted  is not accepted by the  is provisionally accepted by

\_\_\_\_\_  
(Print the name, address and phone number of the associate board or private school)

\_\_\_\_\_  
Signature of Superintendent or Principal

\_\_\_\_\_  
(mm / dd / yyyy)

### **PART D Requirements for the Home Education Program for Components of the Program that Do Not Follow the Alberta Programs of Study**

If portions of the student program will enable the student to achieve the outcomes contained in the Schedule included in the Home Education Regulation, please attach according to this Form the required written description of the Home Education Program for a student who is following the *Schedule of Learning Outcomes for Students Receiving Home Education Programs That Do Not Follow the Alberta Programs of Study*:

1. Describe in the home education program plan, the instructional method to be used, the activities planned for the program and how the instructional method and the activities will enable the student to achieve the learning outcomes contained in the Schedule.
2. Identify the resource materials, if different from provincially authorized materials, to be used for instruction.
3. Describe the methods and nature of the evaluation to be used to assess the student's progress, the number of evaluations and how the evaluation addresses the learning outcomes in Question 1.
4. Describe the associate board or associate private school facilities and services that the parent wishes to use.