



**BASIC INSTRUCTION
ADD, CHANGE, DELETE FORM
FOR ENROLMENTS**

School Year: 2002/2003

Count Date: September 30, 2002

Authority Code: _____

Authority Name: _____

School Code: _____

School Name: _____

Action:		Registration:		Grade:		Enrolment Date:	
Student ID:		Local Board ID:		Citizenship:		Expiry Date:	
Last Name:		First Name:		Sec. 23 Eligibility:		French Hours:	
AKA Last Name:		AKA First Name:		Reg Entry Status:		Resident Juris:	
Birth Date:		Gender:		Exit Description:		Exit Date:	
Address Line 1:				Special Needs: 1	2		
Address Line 2:				Enrolment Type: 1	2		3
City:		Province:		Grant Codes: 1	2		3
Postal Code:		Phone:					

See Reverse for Legend

CERTIFICATION

I certify that to the best of my information and knowledge that the Information reported on this form is correct.

(Signature of: Secretary-Treasurer/Superintendent)

(Signature of: Teacher/Principal)

(Date)

Legend

Action:	(A) Add, (M) Modify, (D) Delete
Student ID:	Alberta Learning assigned I.D. (9 digits)
Last/First Name:	Student Name
Local Board ID:	The number assigned by the school or school authority for internal tracking (if applicable)
Gender:	(M) Male, (F) Female
Birth Date:	Year, Month, Day (YYYY,MM,DD)
Enrolment Type:	Refer to Enrolment Type Table in Student Information System User's Guide
Grant Codes:	Refer to Grants Program Table in Student Information System User's Guide
Grade:	(EC) Early Childhood, (01) grade 1, (02) grade 2, etc. (UG) ungraded
Registration:	(D) Day, (E) Evening, (S) Summer
Resident Juris:	This field applies to Designated Special Education Private Schools only (Code 110). For students who's parents consulted with their resident school jurisdiction prior to enrolment in the Designated Special Education Private School.
Special Needs:	The following codes are for students and ECS children who have identified special needs. For funding purposes they should also be coded with the 500 code.

	<u>Severely Disabled</u> (Grades ECS – 12)	<u>Mildly or Moderately Disabled</u>
		(30) ECS Mildly or Moderately Disabled Grades 1 – 12:
(41)	Severe Mental Disability	(51) Mild Mental Disability
(42)	Severe Emotional/Behavioural Disability	(52) Moderate Mental Disability
(43)	Severe Multiple Disability	(53) Emotional/Behavioural Disability
(44)	Severe Physical or Medical Disability	(54) Learning Disability (All LD Students)
(45)	Deafness	(55) Hearing Disability. Hard of hearing
(46)	Blindness	(56) Visual Disability. Low vision
(47)	Severe Communication Disability (ECS children only)	(57) Communication Disability
	<u>Other</u>	(58) Physical or Medical Disability
(10)	Developmentally Immature (ECS only, <u>do not use 500 code</u>)	(59) Multiple Disability
(80)	Gifted/Talented (ECS – Grade 12)	
French Hours:	The number of hours taught per year in French Language	
Enrolment Date:	Year, Month, Day (YYYY,MM,DD)	