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## Information

1. School Calendar - Each school prepares and sends home a calendar of provincial holidays and days when that school is not in session. If your children attend different schools be sure to check each school's calendar. This calendar is sent home at the end of the school year. Copies are also available in the school office and/or on the school's website.
2. Newsletters - Schools send home newsletters on a regular basis. Instead of sending home paper copies, schools may post them on their website or send the newsletters to an email address you provide.

## Optional

Accident Insurance - Students receive information about buying extra accident insurance. If parents want this, they complete the form and send it directly to the insurance company.



VSB

### “Forms you may see in September- Secondary”

This brochure is one in a series sponsored by the VSB SWIS program and produced collectively by a group of ESL/ELL teachers and the VSB MCLW team.



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# Forms you may see in September



## Secondary

All schools send forms and information home to parents throughout the school year. Many of these forms are sent home in September, the start of the school year. Some forms need to be signed and returned to school (if you want the service). Other forms need parental signature and money. Information will also be sent home for you to read.

If you have difficulty understanding what is sent home, talk to a Multicultural Worker, a Settlement Worker, or someone else who speaks your home language and reads English.

Some examples of commonly used forms given out early in the school year follow:



### Forms to be signed and returned to school

1. Student Information Verification Form - This form contains basic information about a student. The parent must make sure the information is correct. If it isn't, the parent needs to correct it.
2. Media Consent Form - This form asks for parental permission for the school to take, keep, and use photos, videos, and/or names for school district purposes. They may also be shared with the media (e.g. radio) for events relating to the school.
3. Emergency Contact Form - This form asks for basic student and family information, and contact information for someone else if the parent(s) cannot be reached by telephone.
4. Computer User Agreement - Many schools use the internet for student learning, and have rules about computer use.

Parents and students sign this form to indicate they understand these rules.

5. Giving Medicine at School - Some students need to have prescription medicine during the school day. Signing this form gives parental permission for the school staff to give the medicine you bring for your child.
6. Field Trip/Study Form - Field trips/studies to locations away from school are an important part of student learning. Your signature means that your child can take part in this activity. Sometimes this includes sending money as well.
7. "GoCard"/ Student Bus Fare - This form helps secondary students get the reduced student fare on busses.

### Forms to be signed and returned with money

1. School Photos - These are taken each year and parents can choose to buy some for their own use.
2. Supplies/Activity Fees - Schools ask for money for activities, supplies, locks for lockers, yearbooks, etc. The amount varies from school to school.
3. Student Agendas/Planners - Most schools expect students to buy and use a school agenda or planner. For more information see brochure entitled **School Agendas/Planners**.
4. School Lunch Programs - The signed forms and money received let the school know the students are participating in this program each month. (You do not have to sign up for the whole year).