

Klassen Driving School (Prince Albert) Ltd.

To Whom it May Concern,

Below is an outline of the requirements for students to attend classes. We currently have no dates and times set but can place you on our list.

All Students must Have (Please read through and follow all instructions):

- ***Gmail account to be invited to Google Classroom and Google Meet. (We are not running off the school's domain account and thus cannot invite students to the Google Classroom and Google Meet unless their email ends in @gmail.com)***
- Registration Form Page 2
- Signed Media Release Agreement form with BOTH Parent/Guardian and student signatures. Pages 2-3
- Customer Number **(please find attached form named "Customer Number and MySGI process" with outlines of how to do this) Page 4**
- Saskatchewan Driver Handbook 2021-2022 (ask for this when you go to get a customer number at the motor licensing issuer)
- Completed Health Form. Page 6
- Enrolled in Sask Rivers Public School Division for the 2021-2022 school year

All students must be 15 on or before June 25, 2022

Please email all completed forms to classroomkdspa@gmail.com ***(If you do not have a scanning machine, download "Adobe Scan" a free app to all apple and android devices.)***

Stay safe and healthy,
Klassen Driving School (Prince Albert) Ltd.

Registration Information

SCHOOL:

LAST Name:

FIRST Name:

MIDDLE Name:

Date of Birth: DD/MMM/YYYY

Gmail:

Cell Phone:

Mailing Address:

Grade:

Gender:

Customer Number:

MYSGI

Username:

PARENT/ GAURDIAN INFORMATION:

LAST NAME:

FIRST NAME:

CONTACT #:

CONTACT EMAIL:

CURRENT CLASS OPTIONS (PLEASE CIRCLE YOUR PREFERENCE):

ONLINE CLASSES USING GOOGLE MEET (15 DAYS)

JAN 31-FEB 14, MONDAY TO FRIDAY@ 4:30-6:00PM
(Cut off date for registration Jan 27, 2022)

APR 25-MAY 13, MONDAY TO FRIDAY@ 7:00-8:30PM
(Cut off date for registration Apr 21, 2022)

MEDIA RELEASE AGREEMENT

Welcome to Klassen Driving Schools online Driver Education classes!

We will be using Google Classroom and Google Meet, an online video conferencing service, to bring you our interactive Driver Education lessons. This will be a fun and engaging time for your student and our instructors!

Before we get started, we need to remind parents & guardians that students will be on a live video conference that may be recorded. Please read through the following guidelines so we can maintain a safe experience for all participants.

1. We will send you a link to join the Google Classroom. From here, students will access handouts and other relevant class material. Live video classes will be done using Google Meet. This will also be accessed through the students Google account. All students must have an active gmail account using the domain name “@gmail.com”, or the students will be unable to enter both the classroom and meeting.
2. The meeting will be live and interactive. Please make sure your student is in a quiet place where a parent can monitor the session. Please remember that everything within the camera viewing area will be visible to the teacher and other students. Please be aware that there may be online media that contain references, ads, or links to materials from third parties. Klassen Driving School is not associated with those third parties.
3. Sounds & voices can be captured by your device’s microphone and heard by others in the Google Meet session. Teachers will mute participants for portions of the session but may unmute participants during discussion or to hear questions.
4. During live sessions, participants may hear and see anything within the audio and camera viewing areas. Please make all household members aware of this. Hanging “Live Video Session” signs around the area or turning the monitor/device camera toward a wall can help with controlling the area.
5. These sessions may be recorded for viewing by students who were unable to attend that session or for the attending students to review the materials again if needed.
6. Please review our Participant code of Conduct policy and discuss responsible and appropriate behavioral expectations with your student that may be applicable online. We will also monitor the students and set virtual classroom expectations so that all participants will have a safe and fun learning experience together!

I, **Add Parent/Gaurdian Name Here**, hereby confirm that I am the legal guardian of **Student Name Here** (“the Student”) and that I accept any risks inherent in the Student participating in these online classes, and that I consent to the photographing, recording and reproduction in any other manner (including use of video and audiotapes) of the likeness, voice and/or activities of the Student. I understand that myself and the Student will not receive any monetary compensation now or in the future for participating in these online classes. I hereby release, indemnify, and hold harmless Klassen Driving School (Prince Albert) Ltd., its directors, officers, subcontractors, and employees from any claims whatsoever, including but not limited to claims relating to the use or reproduction of the above-mentioned photo, video and/or audio material. The program is designed to educate and deliver the mandatory 30 hours classroom required by SGI for class 7 learners licensing. I give permission for the Student to participate in Klassen Driving School (Prince Albert) Ltd. online classes using the Google Meet video conferencing service. I understand that the live session may be recorded and may contain audio & video interactions that include the Student. I understand and agree that in the event of a dispute between myself (personally or on behalf of the Student) and Klassen Driving School (Prince Albert) Ltd. or its representatives, that dispute will be decided according to the laws of the Province of Saskatchewan, and will be subject to the exclusive jurisdiction of the courts of the Province of Saskatchewan.

By signing this document, I acknowledge that myself and the Student have read it in its entirety, that we understand its contents, meaning and effect and that we have agreed to its terms completely and voluntarily. I also acknowledge by signing this agreement, that I accept the allocation of risks and responsibility as between Klassen Driving School (Prince Albert) Ltd. and myself and the Student set forth in this agreement.

Klassen Driving School (Prince Albert) Ltd. is relying on your consent to the terms of this agreement in its operation generally and in allowing the Student to attend.

Please contact us if you have any questions about these guidelines or our virtual learning program at Klassen Driving School (Prince Albert) Ltd.

I have read and understood all of the above terms and conditions and, having enrolled the Student in Klassen Driving School (Prince Albert) Ltd.'s program, agree to be bound by them.

Enrolled Students Name:

Student Signature:

Parent/Gaudian Name:

Parent/Guardian Signature:

Date:



Customer Number and MySGI Process

SGI is changing the way you complete your Class 7 learner's exam in high school driver education. It can now be done on a computer! To make this happen, you will need to visit a licence issuer with identification and email address to obtain an SGI customer number. A customer number and email address is required to activate your MySGI account. This can be done well in advance - the sooner the better! Please note: **the student must attend the licence issuer office.**

Step 1 – Obtain an SGI Customer Number

You can do this by visiting your local motor licence issuer or any SGI motor vehicle branch office:

- You will need a minimum of two pieces of original identification to establish your full legal name, complete date of birth and signature (e.g., Canadian birth certificate/Canadian passport and Saskatchewan health card)
- Do not forget to provide you **gmail.com** email address which is needed in Step 2
- You will be given a Personal Identification Document or **CUSTOMER NUMBER**. Please verify all information on this document to ensure it is complete and accurate (i.e. height, gender, eye colour.) **Do not lose this.** You will be required to provide this to your driving instructor.

If you have SGI photo ID, you *already have* an SGI Customer Number and will only need to ensure you have an email address on file with SGI. An email address is required to activate your MySGI account. To add this information, you can call or visit your local motor licence issuer or call the SGI Customer Service Centre in Regina (306) 775-6900 or toll free 1-800-667-9868

Step 2 – Register for MySGI

- Make sure you have added an email address to your customer profile. An activation code will automatically be sent to your email account. You will use this code to set up your MySGI account
- Register for a secure online account by going to www.sgi.sk.ca/online* and select the **Register** button
- Select *I have an activation code*
- Select **Submit**
- Enter your customer number and your activation code, then select the **Submit** button
- Create a username (Use your first and middle name initial and last name as username ex. Name: John Joe Smith= username: jjsmith) and password (PLEASE use password: Driversed2021) and submit
- Review and accept the Terms of Use **
- Welcome to MySGI!

At the time of your learner's exam you will be required to log into your MySGI account with your username and password. From there, you will access the testing application. Features of computerized testing include: coloured graphics clarifying each question, immediate feedback after each answered question (correct or incorrect) and immediate scoring (pass or fail). If, for whatever reason, you do not wish to set up a MySGI account, computerized testing would not be an option for you. In this case a paper exam will be provided.

**** You will be required to search and select a motor licence issuer of your choice. To do this we recommend searching by city or postal code. Hit search, select from options and select SUBMIT.**

STUDENT MEDICAL INFORMATION FORM

DATE:

FULL NAME:

EMERGENCY CONTACT NAME:

EMERGENCY CONTACT NUMBER:

PLEASE **HIGHLIGHT** APPROPRIATE RESPONSE:

EPLIEPSY

HEARING INPAIRED

ASTHMA

HEART CONDITION

DIABETIC

ALERGIES (LIST BELOW)

ADD/ADHD/AUTISM/ASPERGERS

DEPRESSION/ANXIETY

MEDICATION (list below)

PLEASE GIVE DETAILS TO ANY "YES" ANSWERS FROM ABOVE:

MEDICATIONS THAT MAY IMPAIRE DRIVING ABILITIES:

ALERGIES:

MEDICAL CONDITION (physical disabilities):

THIS MEDICAL INFORMATION IS STRICTLY CONFIDENTIAL AND IS ONLY TO BE USED IN CONJUNCTION WITH DRIVER EDUCATION, AND WILL REMAIN PROPERTY OF KLASSEN DRIVING SCHOOL.

THIS FORM MUST BE COMPLETED AND RETURNED IN ORDER TO HAVE ANY IN-CAR INSTRUCTION.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO KEEP KLASSEN DRIVING SCHOOL ADVISED AS SOON AS POSSIBLE OF ANY CHANGES IN THE ABOVE INFORMATION.

DATE:

STUDENT SIGNATURE:

DATE:

PARENT/GUARDIAN SIGNATURE: