



Parent Permission and Enrollment Forms - Day Students 2025-2026 School Year

This packet of forms includes a number of statements of permission, allowance and essential enrollment information which is required for all day students at AIS-Salzburg. All of these forms should be read through carefully, discussed with the school administration as necessary, and signed, returned and filed with the AIS-Salzburg office staff for the coming school year. We thank you for your assistance.

Statement 1: **Contact Information**

Please add your precise contact information on the signature sheets at the end of this document.

Statement 2: **Child Protection Agreement**

The administration and staff of the American International School-Salzburg take child protection very seriously. Not only is this required by law here in Austria and the European Union, but child protection standards represent a necessary foundation of safeguarding, protection and support that is the basis for a successful, respectful and safe school year at AIS-Salzburg for all members of our community.

Child protection is an overarching concept that governs and sets the parameters required to provide a safe, secure and respectful environment in our school community. At AIS-Salzburg, there is no higher priority than to keep the young people enrolled here secure and free from maltreatment of any kind. To this end, the school administration, teaching faculty, resident-care staff and non-teaching staff members have developed a child-protection policy which is embedded within our mission and beliefs and governs all relationships within our community—relationships that are intended to provide a respectful, compassionate and caring climate that all can agree with and help maintain.

Fundamentally, the AIS-Salzburg Child Protection Policies and Procedures ensure three things:

- 1. Safeguarding** Proactive implementation of child protection measures throughout the school and by all members of the staff and all aspects of programming. Effective child protection can only be maintained following required training of our staff members and the understanding of all applicable laws and ordinances relevant to this issue. This is the basis for the establishment of a reliable condition of security and safety for our AIS-Salzburg community members.
- 2. Protection** Protection entails the active reporting, recording and further actions and procedures carried out which ensure that child protection standards of care are defended at AIS-Salzburg and enforced with determination and adequate professionalism at all times.
- 3. Support** Incidents of abuse, maltreatment, neglect or abuse mandate a high level of support be provided the victims and their families. This support may include direct and immediate intervention, procedural steps and professional discretion, protection from further harm, involvement of professionals or authorities from outside the school, or any other means necessary and sufficient to immediately put and end to any such violations of the dignity and respect owed the members of our community at all times.

As parents of our students, you play an important role in child protection and stand side-by-side with us as bulwarks against abuse, maltreatment, bullying, neglect, mishandling, harassment, harm and any other action or attitude that compromises the safety of our community and all of its individual members. We encourage all members of our school community to read the AIS-Salzburg Child Protection Policies and Procedures in order to understand our commitment to this mandated and legal standard.

The full AIS-Salzburg Child Protection Policy and Procedures document can be downloaded and read [here](#):

With your signature at the end of this document, you accept and agree to these policies and procedures.

Statement 3: Personal Data Consent - Personal Data Protection (GDPR)

In accordance with the European Union Regulation 2016/679 which established standards regarding the protection of data processed and stored as well as the free movement of data. This regulation is generally referred to as the General Data Protection Regulation (GDPR). The American International School-Salzburg is required by this regulation to create and provide a framework of policies which establishes an adequate level of protection of personal data collected and handled by the school staff. Personal data collected and processed by AIS-Salzburg includes that of (a) of enrolled students, (b) parents and legal guardians of students enrolled, (c) employees, and (d) contractual partners of AIS-Salzburg.

With this form of consent specifically and the AIS-Salzburg Data Protection Policy generally, the administration of AIS-Salzburg hereby informs all clients of (I) the nature and categories of the personal data collected and processed at AIS-Salzburg, (II) the purposes for which their personal data is processed by AIS-Salzburg, (III) the third parties to which personal data is transferred, as well as (IV) the individual rights of clients regarding the processing of their personal data and how these rights can be exercised.

I. Purposes for Which Personal Data is Collected and Processed at AIS-Salzburg

The American International School-Salzburg is a private, independent, secondary boarding and day school providing a college-preparatory education in English and in accordance with U.S. High School Diploma standards as well as criteria established by the Advanced Placement® program of the College Board Organization in the United States. AIS-Salzburg is fully accredited to offer this program and diploma by the Middle States Association of Colleges and Schools. The school's mission defines the following educational goals and purposes:

- A. to provide a college-preparatory secondary education and diploma to students ages 12 to 18 in accordance with internationally-recognized standards and expectations of professional practice and benchmarks;
- B. to provide safe, secure, and adequate residential accommodations to all boarding students;
- C. to establish and carry out a program of activity which enhances the physical well-being and development of our students;
- D. to provide for adequate nutrition, environmental conditions and health support for all students;
- E. to provide adequate direction, supervision, instruction, guidance, and order to facilitate the above.

In order to carry out our mission and the above-listed educational goals, the administration, staff, and faculty of AIS-Salzburg must collect and process personal data belonging to our clients (parents, legal guardians and enrolled students).

AIS-Salzburg is committed to the privacy and security of personal data collected and processed within the principles of the GDPR. Our policy ensures that:

1. We obtain all necessary and mission-related personal data fairly.
2. We maintain all necessary and mission-related personal data for specific purposes.
3. We process personal data in ways related to the purposes inherent in the mission.
4. We keep personal data safe and secure.
5. We keep personal data accurate and up-to-date
6. We process personal data that is adequate, relevant, but not excessive to privacy
7. We retain no data longer than necessary.
8. We provide copies of individual's personal data on request of the client.

II. Nature and Categories of Client Personal Data Collected

Client personal data collected by AIS-Salzburg is stored securely in electronic form both internally on the school's server as well as on the external server of the PowerSchool® Student Information System. Access to all client personal data is restricted by policy to authorized staff members and for specific purposes related to the school's mission. Please refer to the AIS-Salzburg Data Protection Policy for details.

A. Parent and Legal Guardian Data

- Name and surname
- Address of residence
- Employer
- Telephone, fax, and e-mail contacts
- Family status and relationship information
- Bank data
- Signature
- Financial account records

B. Enrolled Student Personal Data

- Name and surname
- Address of residence
- Gender and date of birth
- Nationality/citizenship(s)

- Telephone, fax, and e-mail contacts
- Passport(s) number, date of issuance/expiration, valid visas
- Personal photo
- Previous school name, address, contact information, contact person
- Transcripts of previous educational results
- Personal evaluative recommendations from former instructors
- Health and medical parameters, including:
 - a. weight, hair & eye color, distinguishing physical marks
 - b. history of previously-diagnosed health issues
 - c. allergen information

- d. restrictions due to diagnosed health issues
- e. previous hospitalization and surgeries
- f. regular medication
- g. abnormalities regarding eyes, ears, nose, throat, paired organs, gastrointestinal tract, respiratory system, neurological systems, metabolic/endocrine systems, genitourinary systems or muskuloskeletal systems
- h. immunization record
- i. use of corrective lenses or hearing aides
- j. orthodontic procedures; previous and ongoing
- Primary, secondary and tertiary languages
- Login and password information to access Student Information System
- Attendance records
- Social/Behavioral history records
- Academic results including evaluated assignments and evaluations
- Grade-point average
- University admissions plans and actions
- External examination results (SATI, SATII, AP®, IELTS, Stanford 10)
- Language proficiency evaluations
- Honors and citations
- Staff commentary, personal evaluations, recommendations

- Student account financial records
- Activities enrollment records
- CCTV imaging
- Academic and activities schedules
- Final transcript records
- Alumni contact information

C. Applicant and Applicant Parent or Guardian Personal Data

- Name and surname
- Address of residence
- Employer
- Telephone, fax, and e-mail contacts
- Family status and relationship information
- Bank data
- Signature
- Gender and date of birth
- Nationality / citizenship(s)
- Telephone, fax, and e-mail contacts
- Passport(s) number, date of issuance/expiration, valid visas
- Personal photo
- Previous school name, address, contact information, contact person
- Transcripts of previous educational results
- Personal evaluative recommendations from former instructors
- CCTV imaging during school visits

III. Personal Data Transfer to Contractual and Non-contractual Partners

In order to carry out the above-stated mission and goals adequately and efficiently, the administration, staff, and faculty of AIS-Salzburg must occasionally transfer client personal data to third parties. These third-parties include contractual partners of AIS-Salzburg who have a legal, binding agreement with the school as well as non-contractual third-parties. Personal data transferred to third parties must always occur within the guidelines and parameters of the AIS-Salzburg Data Protection Policy to ensure the security and privacy of such personal data.

A. Contractual Partners to Whom Personal Data is Transferred

Contracted Partner

PowerSchool.com

College Board Organization (AP/SAT)

Dr. Herbert Huber Accounting GmbH

Internet Provision (Netzwerk GmbH)

Communication (A1 Austria GmbH)

Copying (Ricoh Austria GmbH)

Brochures/Marketing (COCO GmbH)

Banking (Raiffeisenkasse Salzburg GmbH)

Legal Assistance (Ferner, Hornung & Partner)

Educational Agencies (Various)

Personal Data Transferred

name, address, academic records, evaluations, commentary, passport and visa documentation, academic scheduling, social-behavioral records, attendance records, documented summaries of educational progress, images

name, address, nationality, educational status, gender, voice, residence

names, DOB, financial statements, bank account information, contact information

student numbers, employee data

telephone, fax numbers

physical document copies/scanning

Imaging

bank account information, names, address, passport information, residency documentation

name, contact information, passport and visa information, financial information

student contact information, academic information, passport and visa information, academic history, recommendations

Non-contractual third-parties to which personal data is transferred are generally of three types:

(a) political/legal entities with authority over AIS-Salzburg, (b) other educational institutions who request and receive personal data of students interested in acceptance and enrollment, and (c) licensed health officials who are referred to for student health issues.

B. Non-contractual Partners to Which Personal Data is Transferred

City of Salzburg

names, addresses, DOB, birth certificate, passport information, images, criminal records

Salzburg Magistrat	passport and visa documentation, images, medical history documentation, birth certificates, financial statements, confirmation of enrollment
Tertiary Educational Institutions	transcripts, images, examination and academic results, commentary from instructors, personal statements
Other Educational Institutions	transcripts, images, historical academic records, social/behavioral record, commentary, recommendations, confirmation of enrollment
Health Care Facilitators*	name, residence, health records, physical data, images, passport/visa, financial records and contact information

**Please note that all visits to health officials requires specific consent for medical treatment and the transfer of health and medical data between such officials and AIS-Salzburg. This consent is provided upon enrollment on the Consent for Medical Treatment and Transmission of Medical Information form.*

IV. Individual Client Rights

All clients of AIS-Salzburg (parents, legal guardians and enrolled students) have the following rights as regards the collection and processing of their personal data by AIS-Salzburg:

- To know and be able to contact the Data Protection Officer (DSO) of AIS-Salzburg:
Paul McLean
Moosstrasse 106
A-5020 Salzburg, Austria
Tel.: +43 662 824617
Fax: +43 662 824555
E-mail: pmclean@ais-salzburg.at
- To know the purposes for which personal data is collected and processed at AIS-Salzburg.
- To know the interests and motivation of the school personnel and third parties to which personal data may be transferred.
- To know any and all third-parties to which AIS-Salzburg may transfer personal data and for what purposes.
- To know that personal data may, in some cases, be transferred to organizations (universities, colleges, secondary schools, etc.) that are outside of the EU and with whom the GDPR does not apply and give consent for such data transfer.
- To request access to, correction of, or deletion of any and all personal data collected and stored by AIS-Salzburg, to object to the transfer of personal data or its processing by third-parties, the right to give and withdraw explicit consent for the processing of personal data as well as the right to lodge a complaint with the DSO or higher authorities responsible for the enforcement of the GDPR.
- To know the period for which their personal data will be stored and what criteria is used to determine the storage period.
- The right to know whether the collection and processing of personal data by AIS-Salzburg is a statutory (legal responsibility of AIS-Salzburg) or a contractual requirement (Contracted enrollment agreement) and to what extent, if a contractual agreement, the provision of personal data is an obligation as well as the possible consequences of failure to provide such data.

With your signature at the end of this document, you accept and agree to these policies and procedures.

Statement 4: Athletics/Physical Education Participation

The American International School-Salzburg requires all students to participate in physical education courses each trimester of enrollment. Additionally, ski and snowboarding trips as well as many active activities on weekends are scheduled and a range of competitive athletics teams are organized and participate throughout the year. In order for a student to take part, the parent or guardian must agree to release AIS-Salzburg from liability provided the school establishes procedures for proper care, safeguarding and risk assessment for all such activity.

With your signature at the end of this document, you agree with this policy and permit participation in such activity.

Statement 5: Attendance Policy Agreement

- All students at AIS-Salzburg must be in attendance in all credit-bearing courses at least 80% of the total scheduled instructional time each academic year. Students who are not in attendance at least 80% of the class time will not receive academic credit. This includes both excused and unexcused absences. Failure to receive credit will result in non-promotion and potential forfeiture of the school's diploma.
- Unexcused absences from one or more class periods is considered a disciplinary infraction and will result in consequences which include restriction of free time, detention, camping, or referral to the Disciplinary Committee in cases of repeated offenses.
- Early departures before vacation or excursion periods as well as late returns afterwards will be marked as unexcused by the school administration regardless of the circumstances. Flight arrangements and travel plans need to be made

well in advance with this policy in mind. As in the case of all unexcused absences, the student forfeits the right to make up the academic work assigned and disciplinary consequences may also result. The school year calendar is posted on the school's website.

4. All students at AIS-Salzburg must meet the schools' physical education requirement of two class hours per week during each trimester of enrollment. In the case of illness or injury which does not allow participation (with confirmation of a physician) the physical activity requirement will be made up when the student is physically capable of doing so.
5. All boarding students are required to attend weekly evening study halls on Sunday through Thursday evenings. Failure to attend an evening study hall will result in campus restriction and detention hall. 5-day boarders as well as full-boarders who have received weekend check-out permission are to return to the school campus before 18:00 on Sunday evening.
6. All full-boarding students are required to participate in the weekend activities program. Should a weekend check-out be desired, the following guidelines must be strictly adhered to:
 - a. Check-outs for the weekend are made exclusively to parents and immediate family members who assume full responsibility for their child while away from school.
 - b. Check-outs for the weekend must be agreed to by the school administration following the submission of a request form. This form must be received before 16:00 on the Wednesday before the desired weekend check-out .
 - c. Written or telephonic approval or confirmation by the parents is required.
 - d. The administration reserves the right to deny a weekend check-out at any time for any reason.

With your signature at the end of this document, you accept and agree to these policies and procedures.

Statement 6: Community Commitment and Code of Conduct

All students enrolled at AIS-Salzburg are required to sign the following community commitment and Code of Conduct:

As an AIS-Salzburg student, I understand that there are certain rules and expectations as presented in the Parent and Student Handbook that make living and attending school together safe and beneficial for everyone. Further, I understand and commit myself to demonstrate core ethical values while enrolled at AIS-Salzburg including integrity, honesty, self-discipline, responsibility, respect, citizenship, and service to my community. I understand and agree with the expectations as presented in the latest copy of the AIS-Salzburg Parent and Student Handbook and agree that the school has the right and obligation to make and enforce these rules and expectations. I also understand that failure to follow these rules and expectations may violate Austrian law and the safety requirements to which the school is obligated. I, therefore, affirm that while enrolled at AIS-Salzburg:

...I will do my best to abide by all expectations of behavior and conduct as communicated to me in the Parent and Student Handbook.

...I will demonstrate respect and regard toward all other persons who are members of my school community at all times, helping to establish a climate of trust and safety throughout the community.

...I will not engage in actions which is destructive of or disregards the school community's rules and expectations, the laws of Austria, or the rights accorded each and every member of the school community.

...I agree to uphold and demonstrate ethical behavior which includes honesty, self-discipline, responsibility, appropriate citizenship, and service to my community.

...I agree to uphold the highest standards of academic and personal integrity toward my teachers, instructors, and supervisors as well as the thoughts, information, creation, and writings of others which is protected by copyright. Further, I commit myself to the submission of academic work which is purely and completely of my own creation or invention.

...I understand that suspension and expulsion from the school community may result from serious disciplinary infractions which compromise the security, safety, respect and cooperation required of all members of the school community.

With your signature at the end of this document, you accept and agree to these policies and procedures.

Statement 7: Confiscation of Personal Property

The administration, staff and faculty hereby claim the right to confiscate any personal property of enrolled students which may interfere with the school's educational mission and goals. Such confiscations are temporary and returned to the student's at an appropriate, later time. The AIS-Salzburg administration retains the right to determine any length of time such items confiscated shall remain in possession of the school. Personal items which may be confiscated include student electronics devices if used in violation of the school's personal electronics use policy, contraband materials not allowed in the school facilities including tobacco products, vaping devices, objects or devices that produce and radiate heat, inappropriate clothing or decorative items, weapons of any kind, etc. Possession of illegal items and materials will be confiscated and the school administration claims the right to forward these to the local health or policing authorities. The school administration, staff and faculty cannot be held liable or responsible for claims of loss or damage to such personal property while confiscated.

Statement 8: Medical Treatment Consent and Transmission of Medical Information

I hereby authorise AIS-Salzburg to consent to any medical care and treatment for my child, that is recommended by a licensed healthcare provider to whom my child is presented for treatment, while my child is a student at AIS-Salzburg. In order to ensure that my child receives prompt medical care and treatment when necessary, I hereby release any licensed health care provider providing medical care to my child from liability relating to such provider's acceptance of the substitute caregiver's (AIS-Salzburg) consent.

I also hereby permit the confidential exchange (telephonic, digital, and in person), of medical information, diagnoses, treatments and recommendations regarding my child between the aforementioned health personnel and the administration including the Health Coordinator of AIS-Salzburg. Furthermore, I permit the school to transmit any and all medical information, diagnoses, treatments and recommendations regarding my child to me (parent or legal guardian), telephonically, digitally, and/or in person.

I further understand that:

- AIS-Salzburg will keep and store my child's medical records and reports, (electronically and/or physically), which will be accessible only to the school's administration, for up to six months after my child's enrolment at the school has ended.
- All of my child's medical records and reports in possession of the school will be transmitted to me (parent or legal guardian), removed from the school's server, and stored on external thumb drive (in a safe) for twelve (12) months after my child's enrollment at the school has ended, after which it will be destroyed.
- AIS-Salzburg will never share my child's medical records and reports in its possession with any 3rd party without my (parent or legal guardian), express, written consent to do so.

With your signature at the end of this document, you accept and agree to these policies and procedures.

Signatures of Agreement

Please read through the previous statements carefully and respond appropriately to the information required below:

Student Name: _____

Statement 1: Contact Information

Parental/Legal Guardian Name: _____ Email: _____

Parent/Legal Guardian Telephone Number: _____

Mailing address: _____

Other Emergency Contact(s): _____

Comments or further information?

Note: Written consent must be given in order for the school to send information to other parties (educational agents, etc.). Please contact the school office if this is required.

Statement 2: Child Protection Agreement

I have informed myself and agree to the school's efforts to safeguard, protect and support all members of our community in accordance with the AIS-Salzburg Child Protection Policy, local and national law, common standards of respect and care, and best practices of international schools around the world.

Parent or Legal Guardian Signature: _____ Date: _____

Statement 3: Personal Data Consent and Protection

I, the undersigned, as a client of the American International School-Salzburg (AIS-Salzburg), hereby give my explicit consent to AIS-Salzburg to collect and process the personal data of myself and/or my child for the purposes stated in this document; namely, the implementation of a college-preparatory, secondary education in a boarding setting which is guided by the principles within the published mission and beliefs of the school.

Further, I understand that enrollment at AIS-Salzburg is a voluntary, contractual agreement between myself and AIS-Salzburg and that the collection of that the provision of such personal data which is necessary to effectively accomplish the school's mission and goals is obligatory and that enrollment at AIS-Salzburg is ended should such personal data not be provided, a request for its deletion or withdrawal of consent be received by AIS-Salzburg.

- I confirm that I have read the AIS-Salzburg Data Protection Policy and this Client Consent form.
- I understand my rights as a client regarding my personal data.
- I consent to the collection, storage, and processing of personal data as explained, categorized, and listed in this Client Consent Form and I understand that this consent is required for enrollment at AIS-Salzburg.
- I understand and consent that authorized staff members of AIS-Salzburg will have access to my personal data in order to carry out their job functions within the mission and goals of AIS-Salzburg.

I further understand that the following aspects of personal data collection and processing are not required contractually for enrollment but can be consented to if desired. I have indicated by checking those areas to which I give my consent:

- I consent to allow AIS-Salzburg to utilize images of myself in school marketing and informational publications.
- I consent to allow AIS-Salzburg to utilize my name in school marketing and informational publications.

Student Signature if 13 or older): _____ Date: _____

Parent or Legal Guardian Signature: _____ Date: _____

Statement 4: Athletics/Physical Education Participation

I hereby give permission for my son or daughter to participate in all forms of supervised and unsupervised sports and activities including skiing/snowboarding and contact sports. I release the school of all liability, present and future, incurred by reason of injury to my son or daughter while participating in such activities at AIS-Salzburg.

Parent or Legal Guardian Signature: _____ Date: _____

Statement 5: Attendance Policy

By my signature below, I declare myself in full agreement with the AIS-Salzburg Attendance Policy:

Parent or Legal Guardian Signature: _____ Date: _____

Statement 6: Community Commitment and Code of Conduct

By our signatures below, we declare myself in full agreement with the AIS-Salzburg community commitment and code of conduct Policies:

Student Signature: _____ Parent or Legal Guardian Signature: _____ Date: _____

Statement 7: Confiscation of Personal Property

By my signature below, I declare myself in full agreement with the AIS-Salzburg Attendance Policy:

Parent or Legal Guardian Signature: _____ Date: _____

Statement 8: Medical Treatment Consent and Transmission of Medical Information

By my signature below, I declare myself in full agreement with the AIS-Salzburg policies regarding consent for medical treatment as well as transmission of medical information:

Parent or Legal Guardian Signature: _____ Date: _____

Please return these two signature sheets to admissions@ais-salzburg.at or pmclean@ais-salzburg.at