

<b>Date of Issue</b>	March 29, 2005
<b>Original Date of Issue</b>	July 1, 1997
<b>Subject</b>	<b>ADMISSION OF STUDENTS</b>
<b>References</b>	<p><i>Immigration and Refugee Protection Act (Canada)</i>  <i>Children’s Law Reform Act</i>  <i>Education Act</i>  Ontario Reg. 144(04)  Register of Daily Attendance for Elementary Schools  Instructions for Users of Computerized Enrolment Recording Systems  – Ontario Ministry of Education  Elementary and Secondary School Registration Forms  Board Policy 4112 Education Students Over 21 Years of Age  Board Policy 4410 Admission of Foreign Nationals to Simcoe County  District School Board Schools  Board Policy 4170 School Attendance Areas  APM A7000 Attendance Areas  APM A7632 Expulsion Procedures</p>
<b>Links</b>	Ministry of Education Website ( <a href="http://tpfr.edu.gov.on.ca">tpfr.edu.gov.on.ca</a> ) FORM A7050 – 1
<b>Contact</b>	School Services

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## 1. Introduction

- 1.1 These admission procedures have been developed with the following goals in mind:
  - 1.1.1 to facilitate the registration process for parents and school staff by providing clarity around the necessary documents required for admission of students and the steps to be taken for admission;
  - 1.1.2 to comply with Federal Immigration Regulations, the *Education Act*, Board Policy and other Regulations;
  - 1.1.3 to ensure fairness and consistency in dealing with the public; and
  - 1.1.4 to ensure that our system is not open to abuses.
- 1.2 Situations not covered in this APM should be referred to the appropriate superintendent of education for clarification prior to the admission of a student.

## 2. General Registration Procedure for Admitting Elementary and Secondary Students

- 2.1 It is the responsibility of the parent or legal guardian to submit evidence that the child has a right to attend a school, including proof of age (*Education Act*).
- 2.2 Prior to registering a child, the parent/guardian of the child must submit proof of the student's age by providing an original of any of the following documents:
  - 2.2.1 Birth Certificate or Certificate of Canadian Citizenship;
  - 2.2.2 Canadian Passport;
  - 2.2.3 Canadian Certificate of Registration of Birth Abroad;
  - 2.2.4 Statement of Live Birth (long form with seal);
  - 2.2.5 Current Canada Immigration and Citizenship documentation;
  - 2.2.6 Permanent Resident Card or Confirmation of Permanent Resident form;
  - 2.2.7 Study Permit issued by Citizenship and Immigration Canada (fees may be required).
  - 2.2.8 First Nations Status Card.
- 2.3 Students who wish to attend a school other than the one which serves his/her place of residence must apply for a Request to Attend an Out-of-Attendance-Area School form as per APM A7000. Out-of-Attendance Area requests may be authorized on a space-available basis.
- 2.4 When admitting **any** student refer to APPENDIX A. It is imperative that:

- 2.4.1 the information be supplied by an authorized source, i.e. parent or the legal custodian of a student who is less than 18 years of age, or contact superintendent of education;
- 2.4.2 the name, address and telephone number of the student, the legal custodians and any other person(s) with legal right of access to the student's records are obtained;
- 2.4.3 the address of the child be clearly established, i.e. the apartment or house number and street in urban municipalities, or lot, concession, township and 911 numbers in rural areas and postal codes in all cases. **Rural route numbers by themselves are not acceptable;**
- 2.4.4 the registrant has provided all the required documentation before completing the registration form. Key documents are:
  - 2.4.4.1 birth certificate, passport, Certificate of Canadian Citizenship, Permanent Resident card;
  - 2.4.4.2 completed and signed medical certificate from the Simcoe County Health Unit or statement of conscience or religious belief; copy of the Student Transfer form (within Ontario), latest report card and Ontario School Transcript (secondary only).
- 2.5 In all instances original documentation or a copy certified by a lawyer as original must be presented. Copies of all relevant registration documents, including immigration documentation, should be placed in the Ontario Student Record (OSR) folder.
- 2.6 If the registrant is not a Canadian Citizen or does not have Permanent Resident or Landed Immigrant status, contact the office of the superintendent of education, prior to registering the child.

### **3. Resident Students**

- 3.1 Determining the Student's Right to Attend
  - 3.1.1 Simcoe County resident pupils who under the *Immigration and Refugee Protection Act* and the *Education Act* have a **right to attend** and their attendance is otherwise **lawfully permitted** may register at a school in Simcoe County.



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- 3.1.2 If the parents'/guardians' primary residence is located in Simcoe County, or the pupil resides in Simcoe County and rents property, the child has the right to attend a Simcoe County District School Board (SCDSB) school.
- 3.1.3 Before admitting any child to a SCDSB school, the principal is responsible for determining whether or not the student qualifies by asking the following questions:
- 3.1.3.1 Does the child live with parent(s)/guardian(s) and reside within the Simcoe County jurisdiction? (APPENDIX A)
- 3.1.3.2 Is the child a Canadian Citizen or Permanent Resident? (APPENDIX A)
- 3.1.4 If the registrant does not reside with a parent or guardian in Simcoe County or, if the student is not a Canadian Citizen or does not have Permanent Resident or Landed Immigrant status, contact the office of the superintendent of education, prior to registering the child.

## 3.2 Custody and Guardianship

- 3.2.1 A legal guardian is a person who has lawful custody of a child, other than the parent of the child. Lawful custody is defined as a court order ruled upon by a judge of the Ontario Court. When an individual is granted lawful custody of a child, they have all rights that override any parental rights.
- 3.2.2 It is the responsibility of the parent to provide a copy of the most recent court order for the OSR and to inform the school about any special custody and/or access arrangements, including Restraining Orders, Interim Orders, Amending Orders, etc.
- 3.2.3 **Access parents** have a legal entitlement, provided for under the Children's Law Reform Act, to make inquiries and to be given information as to the education and welfare of the child, unless the right is specifically denied by court order. It does not include the right to make decisions regarding the child's education. Access parents also have a right to have access to their children, however, they may or may not have the right to exercise this access while the child is attending school. Review Custody and Access orders carefully.
- 3.2.4 In cases where **no formal custody order** exists (sole, joint or otherwise), both parents retain equal rights of access to the child and are equally responsible for decisions that pertain to the education of the child.

- 3.2.5 If one parent is granted **Sole Custody** of a child, that parent alone determines the student's right to attend school and makes decisions that affect the child.
- 3.2.6 Where parents have **Joint Custody** of a child, all rights and responsibilities are shared and both parents are entitled to take part in the decisions that affect the child.
- 3.2.7 **Temporary Custody** – In cases where it becomes necessary for the child to be placed in the care of the access parent or an alternative family member, a written confirmation of the temporary change in daily care and control of the parent must be provided to the school (Statutory Declaration – FORM A7050 - 1). The temporary caregiver must also consent to the responsibility and acknowledge the duration for which they will be caring for the child.
- 3.2.8 In all cases of custody and access, the first priority of the school staff and administration is to ensure the safety and well-being of the child. The school, staff and administration should be viewed as a safe, neutral place and their duty is to remain neutral to the custody proceedings.
- 3.2.9 Where an adult **who is not the biological or adoptive parent** of a child claims to have custody or legal guardianship, a court ordered custody document to the effect is required. An affidavit, lawyer's letter, or a letter from a parent assigning care of their child to another party is **not** acceptable as proof of guardianship or custody.
- 3.3 Children's Aid Society (CAS)
- 3.3.1 A child under the age of 16 who is in the care of a children's aid society, and who is otherwise qualified to be admitted to a school, shall be admitted without the payment of a fee to a school in the area in which the child resides (*Education Act*). The child will be reported as a pupil of the board.
- 3.3.2 In addition to the name and address of the society, schools shall record the social worker's name and telephone number.
- 3.3.3 When registering a child in care of the local Children's Aid Society the child requires the appropriate admissions documentation, as well as, current immigration documentation, if applicable, before admission. Contact the office of the superintendent of education, if no documentation is available.

- 3.3.4 CAS will advise the SCDSB school administrator for non-identified students as far in advance as possible regarding the students move to Simcoe County and subsequent registration at his/her school.
  - 3.3.5 If a student is placed in a Simcoe County foster/group home, the case manager for the student will call the principal and arrange a meeting to discuss the registration of the student. Admission may be delayed until such arrangements can be accommodated. Upon the request of the principal, Student Services will arrange for a case conference. The case conference will include the CAS worker, foster/group home staff, school staff and relevant field/board office personnel. At this case conference, a liaison staff will be identified to promote consistency and facilitate open communication and decision-making.
  - 3.3.6 It is the Board's expectation that the CAS worker and/or foster/group home staff will accompany the student to the school to register.
  - 3.3.7 The completed pre-registration and Release of Information forms will be given to the principal during the initial meeting and the principal will establish a communication plan with the CAS worker and the foster parent for the purpose of sharing information appropriately.
  - 3.3.8 The principal will contact the sending school to confirm education information necessary for appropriate programming.
- 3.4 Students from Homes and Institutions
- 3.4.1 Students who reside in homes, institutions or facilities designated in the Register of Daily Attendance for Elementary Schools or in the Enrolment Register for Secondary Schools (full-time), shall be recorded as pupils of the Board on both full-time and part-time registers.
  - 3.4.2 When a student is admitted to a school at the request of the probation and Aftercare Department of the Ministry of Community and Social Services and the student is not a ward of the Children's Aid Society or the Ministry of Community and Social Services and the cost of education is not paid by the Minister, the principal shall ascertain the name(s) of the legal custodian(s) at the time of registration in order to establish the student's status. If as a result, the student qualifies to be a resident, he/she shall be admitted as such. If the student does not qualify as a resident, the principal shall contact the superintendent of education for a determination of the student's status before admitting him/her.
  - 3.4.3 Students placed in group/foster homes shall be recorded as pupils of the Board and the Simcoe County Children's Aid Society recorded as legal custodian.

- 3.4.4 Students who receive instruction in a Section 20 school are not enrolled in a SCDSB school. They are enrolled in the Section 20 school, therefore should not be included on the registers.
- 3.5 Students Living Outside of Simcoe County from Other School Boards (Residents of Ontario)
- 3.5.1 In general, students from other school boards are admitted to SCDSB schools if there is capacity for accommodation and the student's transportation is provided by the parent, subject to approval by superintendent of education (APM A7000).
- 3.5.2 A student claiming the right to attend under the *Education Act*, (i.e. they or their legal custodians own property in Simcoe County) is recorded as a pupil of the Board. The principal shall contact their superintendent of education.
- 3.5.3 When an adult guardian who is not the parent of a student and has legal guardianship as ordered by an Ontario court, that child may be admitted as a pupil of the Board. Fees may apply.
- 3.6 Students Residing on Tax Exempt Land
- 3.6.1 Fees for non-native pupils whose parents or guardians reside on tax exempt land is \$40 for each month or part of the month the pupils are enrolled in a school of the board. The fee is capped at \$40 per family regardless of the number of pupils enrolled as per the Regulation.
- 3.6.2 Pupils from families residing on tax exempt land are counted as pupils of the Board.
- 3.6.3 Contact School Services, office of the superintendent of education to set up the payment of tuition fees.

#### **4. Non-Resident Students**

A non-resident student is a person who does not qualify as a resident student under the *Education Act*. This includes all students for whom the Board charges a fee.

##### **4.1 Students Residing on First Nations Reserves and Authorized by the First Nation**

The Board provides the instruction for First Nation students under the *Education Act*. Students from the Beausoleil First Nation and the Mnjikaning First Nation shall be admitted and recorded as **non-resident students**, fees paid by the First Nations band.



4.1.1 First Nation students must register at the school designated in their boundary area.

4.2 Students from Boards in which Teachers are on Strike

4.2.1 When school boards are in a strike or lock-out situation, parents frequently seek admission for the children to schools within other jurisdictions.

4.2.2 Pupils seeking admission must qualify as resident students and be granted permission by the appropriate superintendent of education.

4.2.2.1 To be a resident pupil, the criteria as outlined in the *Education Act* must be met.

**5. Students over Twenty-one Years of Age**

5.1 Where SCDSB learning centres exist locally, students over 21 years of age shall register at the Learning Centres rather than at a secondary school (*Education Act*).

5.1.1 Community Living Associations provide career/work options for adults with developmental disabilities twenty-one years of age and over who have completed a Life Skills program in a secondary school. These persons shall be advised to register with the Community Living Association in their region.

5.2 Exceptions to attending a learning centre where a learning centre exists will only be made where an adult requires courses not available at the learning centre to qualify for an OSSD or OSSC.

5.3 If a learning centre does not exist locally, an adult student may register at a secondary school where continuing education courses are being offered.

5.4 The Simcoe County District School Board will charge a fee equal to a non-resident fee to all pupils who attend a secondary school for more than seven years. Principals are required to contact the superintendent of business services in this situation.

**6. Students Under 18 Years of Age**

6.1 Students must be Canadian Citizens or Permanent Residents, reside in Simcoe County with their parents or court ordered, legal guardian.

6.2 Children who are under 18 years and are not living with a parent are required to show proof of legal guardianship obtained from an Ontario court. Where a child has a legal

guardian, the address of the legal guardian is the principle address used for school admission purposes.

## 7. Citizenship and Immigration Admission Issues

### 7.1 Admission of Foreign Students to SCDSB Schools

- 7.1.1 It is the responsibility of the school principal to determine a student's citizenship status prior to accepting the registration of the student.
- 7.1.2 If a Foreign National student attends school without formal authorization from Citizenship and Immigration Canada or does not comply with the conditions specifically outlined with their Authorization, he or she has committed an offence under the *Immigration and Refugee Protection Act* and Regulations.
- 7.1.3 A Foreign National is a person who is not a Canadian Citizen or a Permanent Resident, and includes a stateless person. A Foreign National must pay the required tuition fee and obtain a Study Permit before they may attend any SCDSB school, unless they are exempt under the *Education Act*.
- 7.1.4 In certain situations, as per the *Education Act*, non-Canadian students must pay a fee and/or obtain a Study Permit in order to attend school in Canada. The Board does not receive grant allocation for these students, as they are not permanent residents of the Province. The failure to properly identify the citizenship of students upon admission may result in financial loss to the Board.
- 7.1.5 To obtain a Study Permit an individual must first apply to the office of the superintendent of education, who if accommodation is available, will issue a "Letter of Acceptance" to Citizenship and Immigration Canada officials. **Letters of Acceptance are not to be issued by schools.**
- 7.1.6 A Permanent Resident (Landed Immigrant) who lives with their Permanent Resident parents or legal guardians in Simcoe County, may attend a SCDSB school free of charge, providing their parents or legal guardians are Simcoe County ratepayers (Board Policy 4410).
- 7.1.7 Copies of Immigration documentation for all Foreign Nationals, Permanent Residents, as well as all Immigration documentation must be placed in the student's OSR and forwarded to the School Services department upon registration of a student.

### 7.2 Foreign Fee-Paying Students



- 7.2.1 The *Education Act* requires that the Board charge a person who is in Canada as a visitor or as a student with a Study permit the maximum fee calculated in accordance with the regulations, with the exception of students who are exempted as per the *Education Act*.
- 7.2.2 The following non-resident students from outside Canada are exempt from the payment of fees (report as resident students for grant purposes):
- 7.2.2.1 participants in formal reciprocal exchange programs;
  - 7.2.2.2 dependants of a member of visiting forces or a person who is in Canada under a diplomatic, consular or official acceptance issued by the Department of Foreign Affairs and International Trade;
  - 7.2.2.3 dependants of refugee claimants with current documentation;
  - 7.2.2.4 dependants of a person who is in Canada with a Work Permit or Temporary Resident Permit;
  - 7.2.2.5 dependants of a person awaiting determination of a claim for Convention Refugee ;
  - 7.2.2.6 a graduate student who is in receipt of an award approved by the Minister who is in attendance at a university in Ontario including its affiliated or federated institution, that receives operating grants from the Ministry of Training, Colleges and Universities.
- 7.2.3 Tuition fees will be calculated annually in accordance with the formula established by the *Education Act*, and will be payable to the Board monthly, in advance, by money order, Visa or in Canadian funds to the Simcoe County District School Board, unless otherwise determined by an agreement between boards or other government agencies.
- 7.2.4 A Foreign National whose parent or guardian has given legal custody to a friend or family member who resides in Canada will not alter the requirement for the payment of tuition fees for the student's attendance at any SCDSB school.
- 7.2.5 Fee-paying foreign students must be recorded as **non-residents** and reported on the appropriate sections of the school October Report, the daily attendance registers and Non-Resident student forms.

- 7.2.6 Students under 18 years of age must reside in Simcoe County with their parents or court ordered, legal guardian.
- 7.3 Procedure for Obtaining Approval to Register in a SCDSB School – Fee-Paying
- 7.3.1 Pending acceptance by the school, a conditional acceptance letter will be issued by the office of the superintendent of education. The students will use the Acceptance Letter to obtain their Study Permit from Immigration. Students arriving in Canada must be age appropriate for Grade JK – 8. A Study Permit is not required by JK and SK pupils until they attend Grade 1.
- 7.3.2 Arrangements to pay tuition fees, if applicable, must be made through the office of the superintendent of education. Non-resident tuition fees may be paid by Visa, money order or certified cheque, in Canadian funds, payable by the first day of each month to the Simcoe County District School Board.
- 7.3.3 When the student arrives in Canada with a valid Study Permit and paid tuition fees, he/she must register at the designated school with the following information:
- 7.3.3.1 valid Study Permit;
- 7.3.3.2 verification of age;
- 7.3.3.3 Simcoe County address where the student will be living. If under 18 years of age, the student must be living with his/her parents or legal Ontario court ordered guardian; and
- 7.3.3.4 proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio.
- 7.3.4 Student's documentation should be placed in the OSR.
- 7.3.5 It is the student's responsibility to purchase sufficient private health insurance.
- 7.3.6 For detailed information regarding admission of Foreign Nationals refer to the brochure, Student Admission Requirements for Foreign Nationals and Fee Paying Students, Policy and Guidelines.
- 7.4 International Program (Visitors to Canada)
- 7.4.1 Group visits and foreign visitors to Canada who wish to attend a school for a short period of time (three months or longer) will be coordinated through the



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Principal of Adult and Continuing Education and the International Program Coordinator (APPENDIX B).

## **8. Educational Exchange Programs**

- 8.1 In order to qualify as an educational exchange program under the Education Act, the following criteria must be met:
  - 8.1.1 A written agreement between the Educational Exchange Agency and the Simcoe County District School Board. Where the agreement is with an organization sponsoring educational exchange programs, the Board will be required to have on file a report from the organization sponsoring the agreement that lists the participating foreign pupils and Ontario pupils by school and exchange dates.
  - 8.1.2 There must be pupil reciprocity (an actual exchange of pupils). However, this reciprocity does not necessarily need to occur during the same school year.
  - 8.1.3 There must be a reasonable balance in the number of incoming and outgoing pupils.
  - 8.1.4 Tuition fees are waived for the incoming foreign pupil, and the outgoing Ontario pupils participating in the exchange program pay no tuition fees in the foreign jurisdiction.
- 8.2 School boards are required to retain copies of the pupil exchange agreements and any reports for ministry audit purposes.
- 8.3 Contact the office of the superintendent of student services for more information.
- 8.4 Exchanges that involve an indirect exchange of Ontario and foreign pupils, such as those sponsored by Rotary International, are also eligible. In these cases, pupils may come from multiple countries, not necessarily on a one-on-one basis, and not necessarily within the same school year. Contact the office of the superintendent of education for more information.

## **9. Schools Closed to Out-of-Area Students**

Students from outside a school's designated catchment area will not be allowed to automatically register into a closed to out-of-area students school (APM A7000).



## **10. Students Under Full Expulsion**

- 10.1 A pupil who is subject to a full expulsion is not entitled to attend any school in the province or to engage in school related activities of any school in the province until he/she meets such requirements as established by regulation.
- 10.2 A pupil on expulsion may attend a school in Ontario again if he or she successfully completes a Strict Discipline Program or has satisfied the objectives required for the successful completion of a Strict Discipline Program as determined by the Strict Discipline Program (APM A7632).

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***Issued under the authority of the Director of Education***

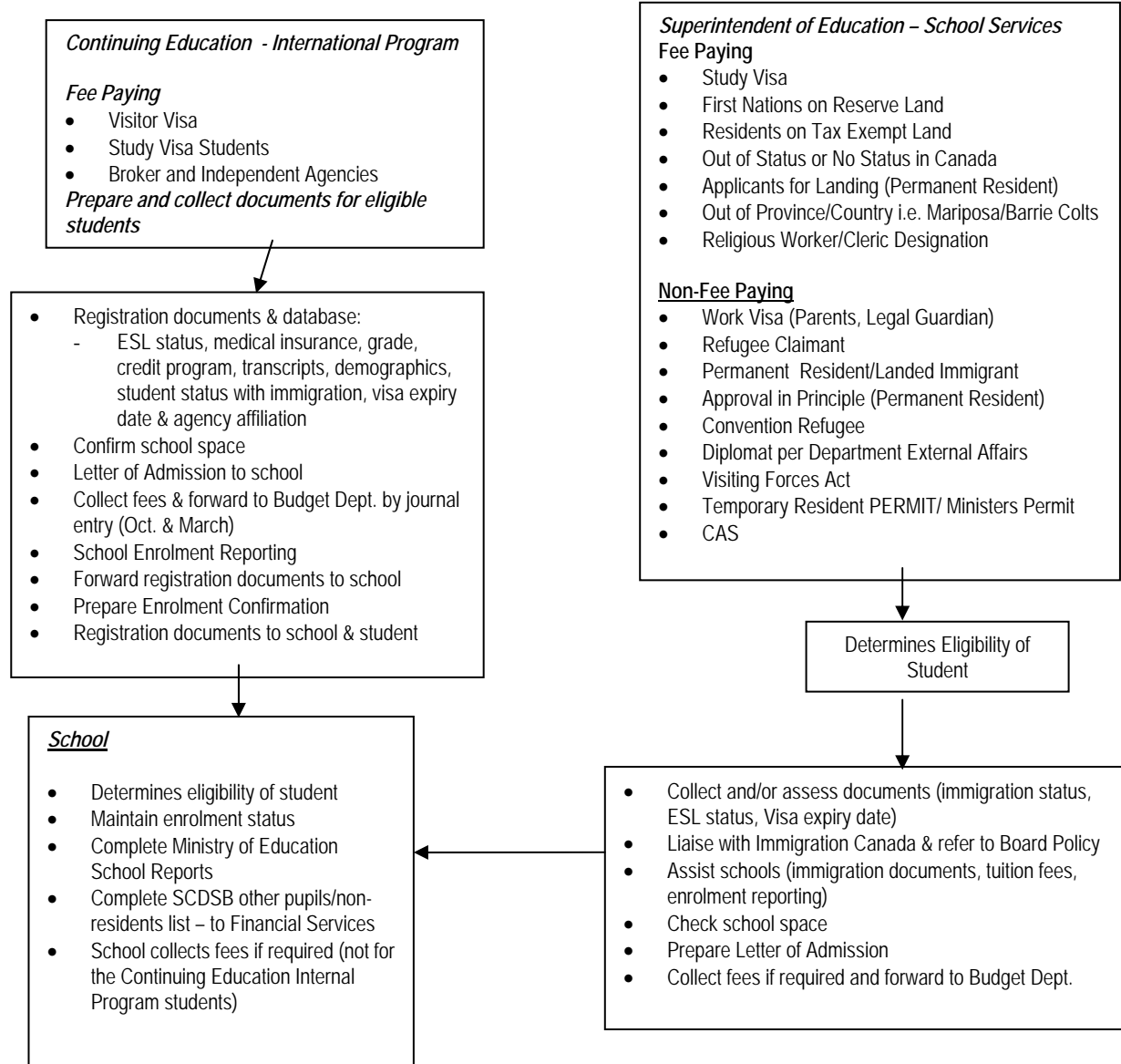
**ADMISSIONS ELEMENTARY/SECONDARY SCHOOL**

<b>Admit child if he/she is a:</b>		
<b>CANADIAN CITIZEN, PERMANENT RESIDENT, or FIRST NATIONS LIVING OFF RESERVE LAND</b> →	<ul style="list-style-type: none"> <li>- living with parent(s) or legal guardian(s) in Simcoe County</li> <li>- in care of CAS or group home →</li> </ul>	<b>ADMIT (resident pupil)</b>  Place documentation in OSR; copy to School Services
<b>FOREIGN NATIONAL WHO HOLDS THE FOLLOWING VALID CANADA IMMIGRATION DOCUMENTATION</b> →	<ul style="list-style-type: none"> <li>- Work Permit (current)</li> <li>- Temporary Resident <b>PERMIT</b> (Old Minister's Permit)</li> <li>- Convention Refugee Claim (current)</li> <li>- Visiting Forces Act, Military, Diplomatic</li> </ul>	
<b>Do not admit child if:</b>		
	<ul style="list-style-type: none"> <li>- parent(s)/legal guardian(s) are not living in Simcoe County or Canada</li> <li>- student resides on tax exempt land</li> <li>- child is a visitor to Canada – Temporary Resident VISA/Visitor Record →</li> <li>- no documents available or documents expired</li> <li>- child is a Foreign National in care of CAS or group home without current Immigration documentation or no documentation</li> <li>- Foreign National living with Canadian guardian</li> <li>- Religious Worker/Cleric Designation</li> </ul>	<b>Contact Superintendent of Education for Approval</b>
<b>FIRST NATIONS LIVING ON RESERVE LAND</b> →	<ul style="list-style-type: none"> <li>- if part of agreement with Band →</li> </ul>	<b>ADMIT (non resident pupil)</b>
<b>EDUCATIONAL EXCHANGE</b> →	<ul style="list-style-type: none"> <li>- must have a written Educational Exchange Agreement between school board and the agency of the incoming and outgoing pupils</li> <li>- there must be a pupil reciprocity between two school boards and the agency (actual exchange of students) →</li> <li>- must be reasonable balance in number of incoming and out going pupils</li> </ul>	<b>ADMIT (resident pupil)</b>
<b>STUDENTS OVER 21 YEARS OF AGE</b> →	Does Learning Centre exist locally? →	<b>Admit to Learning Centre</b>
	Is a course required that is not available at local Learning Centre? →	<b>See Secondary School</b>





**INTERNATIONAL STUDENT ADMISSION FLOW CHART (ELEMENTARY & SECONDARY)**





**OFFICE INDEX CARD**

STUDENT (Surname, First, Middle)		SEX M F	SCHOOL NAME, ADDRESS, POSTAL CODE		
BIRTHDATE (Yr./Mo./Day)	Verification Source	Initial	STUDENT M.I.N. (Ministry Identification Number) / O.E.N. (Ont. Edu. Number)		
FATHER'S NAME	Bus #	Home #	CLASS PLACEMENT		
MOTHER'S NAME	Bus #	Home #			
GUARDIAN'S NAME	Bus #	Home #	ENTRY DATE and LEAVE DATE	GRADE	PRINCIPAL
ADDRESS	STREET		STUDENT CITIZENSHIP: Canadian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what is the Status?  Verified Source: _____		
LOT/STREET NO.	CONC. NO.				
APT. NO.	POSTAL CODE				
CITY/TWP.	AREA ( )				
HOME PHONE NO.	AREA ( )		<b>IMMUNIZATION</b> (To be completed for all new admissions to Simcoe County District School Board schools.) Proof of Immunization: Yes ___ No ___ Initials of Principal _____ (Make copy to forward to Public Health Unit.) Health Unit will review this information and will contact the parent if record reflects incomplete immunization. If no, have parent call Health Unit directly.		
Language other than English spoken at home by parents or student.					
HEALTH CONCERNS (likely to interfere with achievement) <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes <input type="checkbox"/> Heart <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Speech <input type="checkbox"/> Allergies <input type="checkbox"/> Other					
REMARKS/PROCEDURES RE HEALTH CONCERNS					
Consent to include information in O.S.R. _____ Signed _____			<b>CUSTODY STATUS</b> <input type="checkbox"/> Both Parents, <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (specify relation to student)		
PROOF OF CUSTODY: <input type="checkbox"/> IN O.S.R.			<b>PROOF OF CUSTODY:</b> <input type="checkbox"/> IN O.S.R. <input type="checkbox"/> VERIFIED (SOURCE) _____ INITIAL _____		
EMERGENCY CONTACT: NAME _____ PHONE _____			RELATIONSHIP TO STUDENT (SPECIFY) _____ AUTHORIZED TO COLLECT CHILD FROM SCHOOL ( ) YES ( ) NO FAMILY DOCTOR _____ PHONE _____		
LAST SCHOOL ATTENDED:		DATE OF LEAVING LAST SCHOOL	CURRENTLY ON SUSPENSION OR EXPULSION <input type="checkbox"/> YES <input type="checkbox"/> NO		
ADDRESS (POSTAL CODE)			SCHOOL PHONE		
I have read the OSR Guidelines on the back of this registration form and certify that the information I have provided for the OSR is current to the best of my knowledge.					
Parent/Guardian (Please print) _____					
Parent/Guardian Signature _____ Date _____					
<b>TRANSFER OF STUDENT RECORD FOLDER</b> Date OSR Requested _____ Date OSR Received _____ OSR SENT TO: School _____ Address _____ Date OSR Sent _____ TRANSFER/RETIREMENT DATE _____			<b>OFFICE USE ONLY</b> <input type="checkbox"/> RESIDENT <input type="checkbox"/> NON RESIDENT Source _____ ENROLMENT DATE _____ WHITE-SCHOOL COPY    YELLOW-PARENT/GUARDIAN GREEN-MEDICAL OFFICER OF HEALTH		

Personal information collected on this form is gathered under authority of Part II of the Municipal Freedom of Information and Protection of Privacy Act, 1989, and will be used to establish the Ontario Student Record (OSR), the Ontario Student Office Record (OSOR), compile emergency contact lists and administer health and first aid services to the student.

The Office Index Card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.



**SECONDARY SCHOOL REGISTRATION FORM**

TODAY'S DATE:  
(YY/MO/DAY)

SCHOOL NAME

SIMCOE COUNTY DISTRICT SCHOOL BOARD ID NUMBER

**STUDENT INFORMATION:**

**STUDENT'S FULL LEGAL NAME:**

SURNAME FIRST NAME MIDDLE NAME

COMMON NAME (If Different From Above):

SURNAME FIRST NAME GENDER  M  F

DATE OF BIRTH:

(YY/MO/DAY)

HOME TELEPHONE ( )

UNLISTED

NO PHONE

COUNTRY OF ORIGIN:

DATE OF ENTRY:

PROOF OF CITIZENSHIP:

CITIZENSHIP:

CANADIAN  
CITIZEN

PERMANENT  
RESIDENT  
(Landed Immigrant)

WORK  
PERMIT  
(Parent)

STUDY  
PERMIT  
(Parent)

REFUGEE

EXCHANGE

OTHER (Specify)

(eg. International Student)

FIRST LANGUAGE OF STUDENT:

LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME BY LEGAL CUSTODIANS:

**MUNICIPAL ADDRESS**

(APT.#)

STREET #

STREET NAME

CITY/TOWN/VILLAGE

POSTAL CODE

**RURAL ADDRESS**

LOT #

CON #

TOWNSHIP

ROAD NAME

COMPLETE MAILING ADDRESS (PO BOX, R.R.#, SITE #)

CITY/TOWN/VILLAGE

POSTAL CODE

911 EMERGENCY #:

NAME OF LAST ELEMENTARY SCHOOL IF REGISTERING IN GRADE 9

LAST SCHOOL ATTENDED:

GRADE

SCHOOL ADDRESS:

STREET #

STREET NAME

CITY/TOWN/VILLAGE

PROVINCE

POSTAL CODE

TELEPHONE ( )

DATE OSR REQUESTED: (OFFICE USE ONLY)

TYPE:

ELEMENTARY

SECONDARY

PRIVATE

OTHER

LAST DATE OF  
ENROLMENT

HAS THIS STUDENT EVER ATTENDED A SIMCOE COUNTY DISTRICT SCHOOL BOARD SCHOOL?

YES

NO

IF YES, NAME OF SCHOOL:

YEAR ATTENDED:

WAS THE NAME OF THIS STUDENT THE SAME AS ABOVE? (Specify Other Name Used)

**PROOF OF IMMUNIZATION:**

PROOF OF IMMUNIZATION IS REQUIRED FOR ALL STUDENTS NEW TO S.C.D.S.B.

PROOF OF IMMUNIZATION PROVIDED:

YES

NO

INITIALS OF PRINCIPAL

(A copy of this is forwarded to THE SIMCOE COUNTY HEALTH UNIT.) The Health Unit will review this information and will contact the student or parent if record reflects incomplete immunization. IF NO, HAVE STUDENT OR LEGAL CUSTODIAN CALL THE HEALTH UNIT.

Personal information on this form is collected by the Simcoe County District School Board under the authority of the *Education Act* (R.S.O. 1990) as amended, and the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990) and will be used to establish the Ontario Student Record (OSR), compile emergency contact lists and inform the Simcoe County Health Unit regarding Immunization.

SIGNATURE:

STUDENT (OR LEGAL CUSTODIAN IF STUDENT IS UNDER 18)

DATE:



STUDENT'S NAME: \_\_\_\_\_

IS THIS STUDENT CURRENTLY ON SUSPENSION, EXPULSION OR EXCLUSION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THIS STUDENT SUCCESSFULLY COMPLETED THE ONTARIO SECONDARY SCHOOL LITERACY TEST?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THIS STUDENT COMPLETED 40 HOURS OF COMMUNITY SERVICE IF NO, HOW MANY HOURS HAS THIS STUDENT COMPLETED? _____ HOURS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THIS STUDENT BEEN IDENTIFIED/IPRC'D?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PARENT/GUARDIAN INFORMATION (PLEASE PRINT)				LEGAL CUSTODIAN			
<b>LEGAL CUSTODIAN</b>				<b>LEGAL CUSTODIAN</b>			
NAME: _____				NAME: _____			
SURNAME		FIRST NAME		SURNAME		FIRST NAME	
RELATIONSHIP: _____				RELATIONSHIP: _____			
ADDRESS: (COMPLETE IF DIFFERENT FROM STUDENT'S ADDRESS)				ADDRESS: (COMPLETE IF DIFFERENT FROM STUDENT'S ADDRESS)			
STREET _____				STREET _____			
TOWN/CITY	PROVINCE	POSTAL CODE		TOWN/CITY	PROVINCE	POSTAL CODE	
TELEPHONE	AM	( )	EXT.	TELEPHONE	AM	( )	EXT.
	PM	( )	EXT.		PM	( )	EXT.
	EVENING	( )	EXT.		EVENING	( )	EXT.
	CELL	( )			CELL	( )	
EMAIL _____				EMAIL _____			
PROOF OF CUSTODY: <input type="checkbox"/> BIRTH CERTIFICATE <input type="checkbox"/> CONSENT <input type="checkbox"/> COURT ORDER <input type="checkbox"/> OTHER (SPECIFY) _____							

PERSONS WITH RIGHT OF ACCESS TO STUDENT. (UNDER 16 YRS. OF AGE) IF NOT LISTED ABOVE. (PLEASE PRINT)			
NAME: _____		NAME: _____	
RELATIONSHIP: _____		RELATIONSHIP: _____	
ADDRESS: _____		ADDRESS: _____	
TELEPHONE: ( ) _____		TELEPHONE: ( ) _____	
ACCESS BY RIGHT OF: <input type="checkbox"/> BIRTH CERTIFICATE <input type="checkbox"/> CONSENT <input type="checkbox"/> COURT ORDER <input type="checkbox"/> OTHER (SPECIFY) _____			

EMERGENCY INFORMATION: (PLEASE PRINT)	
EMERGENCY CONTACT NAME: _____	TELEPHONE: ( ) _____
RELATIONSHIP: _____	
AUTHORIZED TO COLLECT STUDENT FROM SCHOOL <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF FAMILY DOCTOR: _____	TELEPHONE: ( ) _____
HEALTH PROBLEMS WE SHOULD BE AWARE OF: _____	

Note: Athletic Eligibility at this school may be restricted under certain circumstances for the next 12 months if the student is transferring from another Ontario high school. If the student wishes to be involved in athletics at the new school, please inquire about O.F.S.A.A. transfer policy.

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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
STUDENT (OR LEGAL CUSTODIAN IF STUDENT IS UNDER 18)



**STATUTORY DECLARATION**

**Canada**

Province of Ontario

To Wit:

**In the Matter of**

\_\_\_\_\_  
(Name of Student)

I, \_\_\_\_\_,  
(Name of Guardian)

of the \_\_\_\_\_ of \_\_\_\_\_ in the  
(Town / City) (Name of Town / City)

County of \_\_\_\_\_  
(Name of County)

**Solemnly Declare, that**

1. I, reside at \_\_\_\_\_ in the town/city of \_\_\_\_\_  
(Street, Concession, P.O. Box) (Name of Town/City)  
in the County of Simcoe, Province of Ontario.

2. \_\_\_\_\_ presently resides with me and is under my care.  
(Name of Student)

3. I desire to send \_\_\_\_\_ to \_\_\_\_\_  
(him/her) (Name of School)  
for the \_\_\_\_\_ - \_\_\_\_\_ school year, and during \_\_\_\_\_ period as a student there, \_\_\_\_\_  
(Year) (his/her) (he/she)  
will be under my sole care and I declare that \_\_\_\_\_ shall be my responsibility.  
(he/she)

4. All directions to \_\_\_\_\_ or concerning \_\_\_\_\_ should be sent to me at the above  
(him/her) (him/her)  
address as \_\_\_\_\_ guardian.  
(his/her)

AND I make this solemn Declaration conscientiously believing it to be true and know that it is of the same force and effect as if made under oath.

**Declared before me** in the \_\_\_\_\_  
(Name of Town or City)  
in the Municipality of \_\_\_\_\_  
(Name of Municipality)  
this \_\_\_\_\_ day of \_\_\_\_\_.  
(day) (Month & Year)

Signed and Sealed  
by Solicitor or Notary Public (Commissioner)

\_\_\_\_\_  
(Signature of Guardian in Canada)

# Administrative Procedures

## Memorandum A7050

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### **STATUTORY DECLARATIONS** **(for use by Canadian citizens)**

1. The Statutory Declaration issued by the Simcoe County District School Board is a document signed in the presence of a Commissioner\* in which an adult assumes a specific relationship between himself/herself and an individual 17 or under named in the document concerning care and place of residence of the individual 17 or under and his/her attendance at school. This declaration is of the same force and affect once made as any other document made under oath.
2. The Statutory Declaration allows a student who would otherwise be unable to qualify as a pupil of the Board to attend school in Simcoe County without the payment of a fee.
3. Since the document does not establish lawful guardianship between the adult and the student, the student would not qualify under the resident pupil provision of the *Education Act* and thus may be charged a fee. However, under the *Education Act*, a board may admit, at its discretion, a person who would otherwise be denied the right to attend school without the payment of a fee.
4. The person to whom guardianship is granted under the Declaration must be an adult resident of the county and a Simcoe County ratepayer. The guardian's residence must be assessed to the support of the public school system.
5. Where guardianship is granted to a person who is not a blood relative of the student, a letter is required from the student's parents stating that they know where their child is and that they approve of the guardian and the arrangements under which their child is living.
6. The parent or student must indicate, in writing, the circumstances as to why he or she cannot live with his/her parent or lawful guardian.

Acceptable circumstances may include:

- (a) the death or disability of one or both parents;
- (b) marital separation or divorce in which the custodial parent is temporarily or permanently unable to support the child;
- (c) instances of physical or mental abuse in the home following which the student, with or without the support of one parent, seeks refuge with a relative or friend in Simcoe County;
- (d) instances where the parents are required to be out of the province or country for a temporary period of time and are unable to take the children along. and
- (e) situations where the student is attending a program related to the Arts or Sports in Ontario.

\* A Commissioner is a person empowered to administer oaths and take affidavits.