

STUDENT REGISTRATION FORM

SCHOOL: _____

Office use only			
OEN	Homeroom designation	Homeroom teacher	Grade

Admission Information:

<input type="checkbox"/> Beginner (JK/SK)	<input type="checkbox"/> From outside Canada	<input type="checkbox"/> From private school in Ontario
<input type="checkbox"/> From First Nations School (e.g. Quinte Mohawk)	<input type="checkbox"/> From another country, born in Canada	<input type="checkbox"/> From another school in the board
<input type="checkbox"/> From other school board in Ontario	<input type="checkbox"/> From another province within Canada	

Student information

Legal first name and middle name	Legal last name	Gender	Birth date (dd/mm/yyyy)
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Street Address	City, Province, Postal Code	Current grade
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Proof of residency verification document viewed: Current Agreement of Purchase and Sale Current home phone/cable/internet invoice
 Current utility invoice Current property tax invoice Current lease agreement
 Other: specify* _____ *Note: driver's licence and cellular invoice are not acceptable

Principal may require additional documents for verification as deemed necessary to confirm residency.

Is this address located on Tyendinaga Mohawk Territory? (Required for Education Agreement) Yes No

Telephone	First day of attendance (mm/dd/yyyy)	Previous school (name/city/province)
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Siblings at this school (If yes, please list names)

Yes No

Status in Canada	<input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa student	Country of birth: Arrival date in Canada (if not born in Canada):
<input type="checkbox"/> Other Visa	<input type="checkbox"/> Exchange student <input type="checkbox"/> International Student Program <input type="checkbox"/> Refugee	

Birth verification document	First language spoken
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Temporary Method of Identification (specify) _____	

Voluntary Indigenous Student Self-identification

First Nation Métis Inuit

Specialized programs/services

Please check all that apply

Individual Education Plan (IEP) - describe exceptionality _____

Special Education Program (specify) _____

Safety Plan

Currently working to fulfill the requirements for removal from an Expulsion Program

Student medical information

Allergies, medication, etc. (please list)	Life threatening condition: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Previous school information

Previous school board: _____	If outside of province, please indicate province or country and language of instruction: Province/Country: _____ Language of instruction: _____
Previous school: _____	
Address: _____	
Last day of attendance (dd-mm-yyyy) _____	

Custody

If parents are separated or divorced, documentation must be provided to the school prior to admission with information on the custody/access arrangements with respect to their child, as per the Ontario Student Record Guidelines.

Copy placed in OSR: Yes Signature of principal or designate: _____

Custody information: Both parents Mother only Father only Joint Parents alternately Foster parent(s) Legal guardian C.A.S.

If documents are not available, are there currently any outstanding legal matters with regard to custody: Yes No

Student lives with: Both parents Mother only Father only Parents alternately Foster parent(s) Legal guardian C.A.S.

Guardianship:

Custody Agreement reviewed

If there is no Custody Agreement, then all the following criteria must be met in order for the child to attend school without the payment of a tuition fee: (check)

- Yes No 1. The student is a Canadian citizen or a permanent resident of Canada.
- Yes No 2. The guardian is a member of the student's immediate family and resides in Ontario in the school board jurisdiction in which the student wants to attend school. Immediate family relationship: (please specify) _____
- Yes No 3. The guardian is assuming full responsibility for the care and well-being of the student, and the student is residing with the guardian throughout the custody period.
- Yes No 4. A written agreement is in place between the parents of the student and the guardian that sets out all of the above, as well as the respective responsibilities of the parents and the guardian.

Parent/guardian information 1

Last name _____ First name _____

Relationship: Mother Father Parent Stepparent Foster Parent Legal Guardian

Access to Child Guardian Lives with Student Access to Records

No Access Custody Receives Mail Speaks School Language

Home address:

Number _____ Street _____ Apt. No. _____ Unit No. _____ Suite No. _____

City/Town _____ Province _____ Postal Code _____

Emergency 911#: _____ Employer: _____

Home phone _____ Mobile _____ Work phone _____

Email address: _____

Parent/guardian information 2

Last name _____ First name _____

Relationship: Mother Father Parent Stepparent Foster Parent Legal Guardian

Access to Child Guardian Lives with Student Access to Records

No Access Custody Receives Mail Speaks School Language

Home address:

Number _____ Street _____ Apt. No. _____ Unit No. _____ Suite No. _____

City/Town _____ Province _____ Postal Code _____

Emergency 911#: _____ Employer: _____

Home phone _____ Mobile _____ Work phone _____

Email address: _____

Emergency contact information

Name _____ Relationship to student _____

Home phone _____ Mobile _____ Work phone _____

Signature of parent/guardian 1**Signature of parent/guardian 2**

Signing this form confirms all information provided is correct and true. Admission is based on the provided information and the student may not be able to attend this school if any information is found to be inaccurate.

Signature of Parent/Guardian 1 _____	Date _____	Signature of Parent/Guardian 2 _____	Date _____
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Citizenship/immigration information

Parent must present proof of child's entry into Canada. Date of entry is the date that the student enters Canada to live, not a short-term visit/vacation in Canada taken beforehand. Check off the document presented, and the date on the document (should match the date of entry). **Only one document is required.**

Right to remain in Canada:
 Canadian Citizen

City of birth: _____

Province: _____

 Permanent Resident (please fill out Permanent Resident section below)

 Indigenous Persons
Permanent Resident (check one):
 Parent/guardian Student (if an adult) Date became a permanent resident: _____
(DD-MM-YYYY)
 Stage One Approval Letter Stage 1 Approval Letter Date: _____
(DD-MM-YYYY)
 Equivalent documentation from Immigration, Refugees and Citizenship Canada (IRCC) confirming approval in principle (specify below type of document with date)

Type of document reviewed: _____

Date: _____

(DD-MM-YYYY)
Fee paying students:
Student Study Permit for visa student: Study permit valid from: _____ to _____
(DD-MM-YYYY) (DD-MM-YYYY)
 Student Visa Total tuition fee paid: _____ Fee payment date: _____
(DD-MM-YYYY)
Exchange student: (attending host school)
 Exchange Agreement in place Agency: Rotary International or ISE (International Student Exchange)

 Duration of exchange: _____ to _____
(DD-MM-YYYY) (DD-MM-YYYY)

Name of our reciprocal student: _____ Reciprocal student school: _____

Refugee Status:
 Documentation from IRCC confirming Refugee Status Date of entry (stamped date on document): _____
(DD-MM-YYYY)
 Consideration of Eligibility (Convention Refugee) Date of entry (stamped date on document): _____
(DD-MM-YYYY)
Parent's Study Permit:
 Parent's Acceptance Letter confirming the parent will be a full-time student at a qualified university, college or institution in Ontario (retain copy in OSR)

 Parent Study Permit Study permit valid from: _____ to _____
(DD-MM-YYYY) (DD-MM-YYYY)

Verify below that the parent is a full-time student enrolled in a program that leads to graduation with a postsecondary diploma or degree (check one below **).

Note: **If the parent is enrolled in a postsecondary or graduate Certificate program, including an ESL program that is offered as a prerequisite to a degree or diploma program or that leads to a standalone certificate, does not qualify as a full-time postsecondary student. Certificate programs are not recognized for funding purposes. Therefore the child is not tuition exempt, student tuition fees are applicable for the child and approval for acceptance must be obtained.

Parent's Work Permit:
 Documentation from IRCC confirming approval of Work Permit (i.e. actual work permit to be issued at a later date)

 Parent Work Permit Study permit valid from: _____ to _____
(DD-MM-YYYY) (DD-MM-YYYY)
Student Study Permit *:** Study permit valid from: _____ to _____
 (Parent's work permit to be issued at a later date.) (DD-MM-YYYY) (DD-MM-YYYY)

Note: *** This student study permit is given to a child accompanying their parent on a work permit to Ontario.

Other:				
Diplomat Status/Minister's Permit:	Valid from:	_____	to	_____
		(DD-MM-YYYY)		(DD-MM-YYYY)

Confirmation of documentation and student eligibility for ESL/PANA Funding

Country of birth: _____ Citizen of: _____

Original date of first entry into Canada: _____
(DD-MM-YYYY)

School has verified Canadian stamped date of entry on passport

Confirmation of Permanent Residence Form 5292 (Box 36 – Original Date of Entry and Box 45 – Date became a Permanent Resident)

Permanent Resident Card (original date of entry)

Consideration of Eligibility – Convention Refugees – date stamped

Attestation of pupil eligibility:

I certify that the information contained on this form is accurate and that I have examined and verified the applicable information as indicated. This personal information will be maintained in keeping with Freedom of Information and Privacy Legislation.

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1989 the legal authority for the collection of this information is in keeping with the Education Act. The principle purpose for the collection of this information is to provide confirmation of Pupil Eligibility for ESL/PANA, residency and the right to attend without paying tuition fees. This form will be retained in the student's Ontario Student Record (OSR).

Signature of parent/guardian 1	Signature of parent/guardian 2
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Signing this form confirms all information provided is correct and true. Admission is based on the provided information and the student may not be able to attend this school if any information is found to be inaccurate.

Name: _____	Name: _____
Relationship to student _____	Relationship to student _____
_____ Signature of Parent/Guardian 1	_____ Signature of Parent/Guardian 2
_____ Date	_____ Date

For office use only

Principal	Office administrator/Guidance
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_____ Signature	_____ Signature
_____ Date	_____ Date

Secondary school information

Completed Literacy Test (OSSLT) <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed 40 Community Hours <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Community Hours completed	Total credits earned	Year entered secondary school
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Use of student personal information

Personal information contained on this form and any other correspondence relating to involvement in school/board programs is collected under the authority of the *Education Act* and Regulations as amended. The information will be used for student registration, placement, programming, reporting and transition planning, as well as for any other consistent purpose. Information will be shared with Tri-Board Student Transportation Services, public health and with school board employees, as required, to carry out their job duties. In addition, information may be used for health, safety or discipline and is required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Acts. Questions regarding this form should be directed to the Superintendent of Education at 613-966-1170 or 1-800-267-4350.

The Ontario Student Record (OSR) is the ongoing, confidential record of a student's educational progress through schools in Ontario and is filed in the office at the student's school. If a student transfers to another school in Ontario, their OSR folder and all its contents are usually transferred to the new school. All students and parent(s)/guardian(s) of students under 18 years of age have the right of access to the student's OSR.