



## **PR518, Admission Eligibility Requirements**

**To:** Governance and Policy Committee

**Date:** 11 September, 2019

**Report No.:** 09-19-3705

### **Strategic Directions**

- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being
- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

### **Recommendation**

It is recommended that the revised Admission Eligibility Requirements Procedure (PR518), as presented in this report, be received.

### **Context**

In May-July of 2019, staff undertook a review of the existing Admission Eligibility Requirements Procedure (Appendix A). This review resulted in aligning the revised Admission Eligibility Requirements Procedure (Appendix B) to the Students without Legal Immigration Policy (P061), the Optional Attendance Policy (P013) and the Student and Safe Arrival Policy (P085). More specifically, the new TDSB Attestation Form was created to align with the revised Admission Eligibility Requirements and has been included with the updated procedure. As part of the review, the procedure was reformatted to conform to the TDSB's operational procedure template.

The draft procedure was presented to Executive Council members for their input, which is reflected in the revised procedure .

## **Action Plan and Associated Timeline**

Subject to the Procedure being received at the Governance and Policy Committee, the revised Procedure will be presented to the Board of Trustees on September 25, 2019 for receipt.

## **Resource Implications**

No additional resources will be required for implementation of the revised Admission Eligibility Requirements Procedure (PR518).

## **Communications Considerations**

The revised Admission Eligibility Requirements Procedure (PR518) has been posted on the Board's internal and external website and will be communicated to through the System Leader's Bulletin.

## **Board Policy and Procedure Reference(s)**

### Policies

- Optional Attendance Policy (P013)
- Student and Safe Arrival Policy (P085)
- Students Without Legal Immigration Status Policy (P061)

### Operational Procedures:

- Admission to Specialized Schools and Programs (PR612)

## **Appendices**

- Appendix A: Admission Eligibility Requirements Procedure (PR518) – Tracked Changes

## **From**

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# Toronto District School Board

Operational Procedure PR518

Title: **ADMISSION ELIGIBILITY REQUIREMENTS**

Adopted: February 1, 2002

Effected: February 1, 2002

Revised: September 1, 2003 (Replaces C-1.002), September 7, 2004, May 16, 2007, August 29, 2008, September 16, 2009, September 30, 2014, **July 3, 2019**

Reviewed: September 1, 2003 (Replaces C-1.002), September 7, 2004, May 16, 2007, August 29, 2008, September 16, 2009, September 30, 2014, July 3, 2019

Authorization: Executive Council

## 1.0 RATIONALE

This Admission Eligibility Requirements Procedure (“the Procedure”) supports the student admission requirements as outlined in the *Education Act* and the Board’s Students without Legal Immigration Policy (P061). This Procedure is also aligned with the Optional Attendance Policy (P013) and the Student and Safe Arrival Policy (P085) which set out enrolment, admission, and attendance requirements at the TDSB.

## 2.0 OBJECTIVE

To outline requirements and processes~~provide guidelines~~ for the admission of new students.

## 3.0 DEFINITIONS

Board is the (See Appendices A-D)

Toronto District School Board, which is also referred to as “TDSB”.

TDSB is the Toronto District School Board, which is also referred to as the Board.

## 4.0 RESPONSIBILITY

~~Associate Director, School Operations and Service Excellence and Executive Superintendent, Continuing Education, Alternative Education, & International Students and Education~~

~~Important Information re. Admission, Adult Education, Partnerships, International Languages and Summer Programs of Students:~~

## 5.0 APPLICATION AND SCOPE

This Procedure applies to TDSB staff involved in processing of applications, admission and registration of students.

## 6.0 PROCEDURES

6.1 Schools should directly register students who are Canadian citizens, permanent residents, refugee claimants, undocumented students or dependents of work permit holders, if all other requirements are met. All other students new to Canada must be referred to the International Students and Admissions Office, 5050 Yonge Street, to verify their eligibility for admission as fee-paying or non-fee-paying students, and for receipt of a School Admission letter, where applicable.

6.2 Students, who are living in the community without immigration status, are entitled to admission to school as per policy P061, Students ~~without~~Without Legal Immigration Status. Schools can register these students or may refer them to the International Students and Admissions Office.

6.3 Study Permits and Visitor Records:

If a student wishes to register at a school directly with a Study Permit or a Visitor Record document from Citizenship and Immigration Canada, do not register the student without confirmation from the Board's International Students and Admissions Office as the student may need to pay school fees.

International Students and Admissions Office  
5050 Yonge Street, Main Floor  
Senior Manager: admissions@tdsb.on.ca

4.1 Eligibility Requirements

A student has the right to attend a school operated by the Board if he or she meets the qualification requirements, as to age and residence, as specified in the Education Act. The student must also comply with the Immunization of School Pupils Act. The Education Act also prescribes when a non-resident student must be charged tuition fees – that is why it is important to know certain details about residency status in Canada.

In addition, the Board prescribes attendance areas (boundaries) that are served by each school and has an Optional Attendance Policy that prescribes when a student may be admitted from outside a school's boundary.

Eligible students have the right to be registered in a school at any point during the school year.

#### 6.4 Age Requirements

- Children may register for Junior Kindergarten in September of the calendar year in which they turn four years of age.
- Students are eligible to attend school until June of the year in which they turn 21 years of age, after which they may be directed to continuing education credits or adult education schools.
- An adult student is a student who turns 21 years of age by December 31 of the current calendar year.
- ~~Acceptable documents establishing proof of age are:~~
  - ~~Birth Certificate~~
  - ~~Baptismal Record~~ Canadian Passport
  - ~~Canadian Citizenship Card or Certificate~~
  - ~~Confirmation of Permanent Residence~~
  - Permanent Resident Card
  - ~~\_\_\_\_\_~~
  - ~~TDSB School Admission Letter (see Appendix E)~~
  - ~~Refugee Claimant papers~~

See also Appendix A: Detailed Age ~~Requirement~~ Requirements

#### 6.5 Guardianship Requirements

- Ministry Memorandum 2012 SBOI: Clarification of Documentation Required for Tuition Fee Exemptions and Guardianship Arrangements

Sections 33 and 36 of the *Education Act* provide that a person has the right to attend school without the payment of fee if both the person and the person's parent or guardian resides in the jurisdiction of the Board. The Education Act defines "guardian" as "a person who has lawful custody of a child, other than the parent of the child". If a student has an Ontario address but the parents have address(es) outside Ontario, the Ministry of Education expects an Ontario court order transferring custody from the parents to an adult resident within Ontario. However, if the following criteria are met, a court order is not necessary (although it is preferred):

- Student is a Canadian citizen or a permanent resident.
- The guardian is a member of the student's immediate family.
- The guardian assumes full care and well-being of the student, and
- A written agreement is in place between the parents of the student and guardian that sets out the above.
- Students who are 16 or 17 years of age and who have withdrawn from parental control may register without a parent or guardian being resident in the City of Toronto. Withdrawal from parental control means that the young person is self-sufficient, and is not reliant on either parent or on a legal guardian.
- Occasionally, at the time of school registration, a student under 18 years may be residing with an adult who is neither his/her parent nor legal guardian, as a result of family disruption or other extenuating circumstances. The principal has the discretion to allow such a student to register in the school while legal guardianship arrangements are being made, and to monitor the progress of those arrangements until completion. The principal may refer exceptional cases to the superintendent of schools for decision. Failure to complete the arrangements in a timely way may result in the student being demitted from the school.

See also Appendix B: Detailed Parent/Guardianship Requirements

#### 6.6 School Boundary Requirements

- Students who wish to attend a school other than their home school must follow the guidelines outlined in the TDSB Optional Attendance Policy. Select "Optional Attendance" from the Quick Links pull-down on [www.tdsb.on.ca](http://www.tdsb.on.ca).

- The school may refer to any two of the following (current) documents: lease or deed, car registration, utility bill, residential telephone bill, moving bill, property tax bill, health—card, bank statement, credit card statement, correspondence from a government agency.— However, the Principal has the sole discretion to seek further documentation if he or she has reason to doubt the authenticity of any document presented to the school. Any registration decisions based on false or misleading documentation can be changed or rescinded at any time by the school principal or superintendent.

See also Appendix C: ~~Proof of Address (Detailed—School Boundary Requirement) Requirements~~

### 6.7 Residency Status Requirements

- A student who is a Canadian citizen, permanent resident, refugee claimant or dependent of a work permit holder may register at the student's local school as determined by the Board's attendance policy.
- Students who do not fall into the above categories are required to provide documentation verifying their residency status in Canada.
- There are cases in which students living in Canada who request admission to a TDSB school have no documents verifying their legal residency status in Canada. The Board passed a policy in May 2007 that students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities. Schools may register the student or may refer these students to the International Students and Admissions Office (ISAO).

See also Appendix D: ~~Proof of Canadian Citizenship or Eligible Immigration Detailed-Residency Status-Requirements~~

### 6.8 Immunization and Health Insurance Requirements

- The *Immunization of School Pupils Act* allows schools to collect immunization information for Toronto Public Health when students are admitted to school. However, no student may be denied admission to school if such information is not available. After admission to school, such students may be referred to the family doctor, or Toronto Public Health (416) 392-1250 to obtain an updated Immunization Record. If Toronto Public Health does not receive such information within a reasonable period of time, it will notify the parent in writing. Toronto Public Health has the authority to direct the school to suspend the student until such information is obtained.

- It is highly recommended that all students have medical health insurance, either through the Ontario Health Insurance Plan, Interim Federal Health Benefits or through a private company. However, no student may be denied admission to school if he/she does not have medical health insurance.

*Note: A permanent resident is not covered by OHIP for 90 days from the date that they have obtained the Confirmation of Permanent Residence (IMM 5292). Applicants for Landing within Canada receive OHIP coverage once their application has been approved in principle.*

## 7.0 EVALUATION

This Procedure is to be reviewed and updated as required, but at a minimum of every four (4) years.

~~Copies of all relevant registration documents presented to the school to show proof of age, parent/guardianship, residence, and residency status must be maintained by the school and placed in the student's Ontario Student Record (OSR).~~

## 6-08.0 APPENDICES

Appendix A: Detailed Age Requirements

Appendix B: Detailed Parent/Guardianship Requirements

Appendix C: Proof of Address (Detailed School Boundary Requirement) Requirements

Appendix D: Proof of Canadian Citizenship or Eligible Immigration Detailed Residency Status Requirements

Appendix E: Attestation Form Sample School Admission Letter

## 7.09.0 REFERENCE DOCUMENTS

### Policies:

- Optional Attendance Policy (P013) P.064
- Student and Safe Arrival Policy (P085)
- Students Without Legal Immigration Status Policy (P061)

### Operational Procedures:

- Admission to Specialized Schools and Programs (PR612)

### Legislative Acts and Regulations:

- Education Act, section 33, 36, 49, and 49.1
- Immunization of School Pupils Act



- ~~Ministry Memorandum 2018:SB08 Attendance and Optional Attendance Policies of the TDSB~~

For additional information contact:

~~International Students and Admissions Office  
5050 Yonge Street, Main Floor  
Attention: Senior Manager  
416-395-8120~~

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**Detailed Age Requirements**

According to the *Education Act*, [Part 11, Sec 21 (1)] students who fall into the age categories listed below are eligible and/or required to attend school.

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
<p>Children may register to attend school in September of the year in which they turn <b>four years</b> (Junior Kindergarten) or <b>five years</b> (Senior Kindergarten)</p> <p>Hearing-handicapped students who have attained the age of two years may be admitted to a special education program for the hearing-handicapped</p> <p><i>Education Act, Reg. 298, Section 30</i></p>	<p><u>Choose any</u>Any one of:</p> <ul style="list-style-type: none"> <li>• <u>Canadian passport (valid or expired no more than five years)</u></li> <li>• <u>Birth certificate from Ontario or other Canadian province or territory (issued under Vital Statistics Act)</u></li> <li>• <del>Birth Certificate</del></li> <li>• Baptismal Record</li> <li>• <u>Canadian Certificate of Registration of Birth Abroad</u></li> <li>• <u>Certified Statement of Live Birth from Ontario, or other Canadian province or territory</u></li> <li>• <u>Certificate of Canadian Passport/Citizenship or Certificate of Naturalization (paper document or card, not commemorative issue)</u></li> <li>• <u>Certificate of Indian Status (paper or plastic card)</u></li> <li>• <u>Health Card</u></li> <li>• <u>Registered Indian Record (certified)</u></li> <li>• <del>Valid Refugee Claimant papers</del></li> <li>• <u>Permanent Resident Card (must be valid or expired no more than five years)</u></li> <li>• Confirmation of Permanent Residence (IMM 5292, 5688)</li> <li>• <u>Canadian Immigration Identification Card</u></li> <li>• <del>Permanent Resident Card</del> <u>Letter from Immigration and Refugee Board confirming Convention Refugee or</u></li> </ul>	<ul style="list-style-type: none"> <li>• Students turning four years old after school has started in September, and up to December 31 of that calendar year, are eligible to attend school in that academic year</li> <li>• <del>Photocopy document and put in the OSR</del></li> <li>• <del>(Ontario Student Record Guidelines 3.1.1)</del></li> </ul> <p>Register students if all other requirements are met in home school and contact the Superintendent, Special Education for placement in a Special Education program</p>

**Detailed Age Requirements**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
	<p><u>Protected Person Status</u></p> <ul style="list-style-type: none"> <li>• <u>Protected Person Status document</u></li> <li>• <u>Temporary Resident Permit (restrictions apply)</u></li> <li>• <del>—</del></li> <li>• <del>TDSB School Admission Letter (see Appendix F)</del></li> </ul> <p>To obtain a Birth Certificate call 416-325-8305, or visit <a href="http://www.cbs.gov.on.ca">www.cbs.gov.on.ca</a>.</p>	
<p>Children who attain the age of <b>six</b> years on or before the first day of school in September of any year, must attend school until the age of 18</p> <p><i>Education Act, s. 21(1)(a)</i></p>	<p>See above</p>	<ul style="list-style-type: none"> <li>• Students turning six on or before the first day of school in September in that year, must attend school in that school year</li> <li>• Students turning six <b>after</b> school has started in September, are eligible to attend school in that academic year, but may delay registration until the following September</li> </ul>
<p>Elementary students are eligible to attend school until June of the year in which they turn 21</p> <p>Secondary students may be directed to adult or Continuing Education programs when they turn 21</p> <p><i>Education Act, s.33 and 36</i></p>	<p>See above</p>	<ul style="list-style-type: none"> <li>• Students who turn 21 years of age in their graduating year are allowed to continue to their final year. These students are allowed to continue in their present school and may not be redirected to an adult high school credit program</li> </ul>

**Detailed Parent/Guardianship Requirements**

According to the *Education Act*, (Definitions, Section 1), the term “guardian” refers to a person who has lawful custody of a child, other than the parent of the child. A legal guardianship document (Court Order) is obtained from Family Court, Ontario Court (Provincial Division), or the Ontario Superior Court of Justice. Tel: 416-326-3592 (North York); 416-327-6868 (Toronto)

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
<p>Students (Canadian citizen or permanent resident) who are under 18 whose parents live outside Toronto, outside Ontario or outside Canada</p>	<p>If the student’s guardian is an immediate family member and living within the school’s boundary (attendance area), then a written agreement between the parents and the guardian stating that the guardian is assuming full responsibility for the student’s education is required. Note: once custody is transferred, the school will be dealing with the guardian, not the parents, and all decision-making resides with the guardian</p> <p>If the student's guardian is NOT an immediate family member then an Ontario court order transferring custody is required</p> <p><i>Ministry of Education</i> <u><a href="#">2018:SB082012:SB01</a></u></p>	<ul style="list-style-type: none"> <li>• Register students if all other requirements are met at school if documentation is provided</li> <li>• Place copy of the document in the OSR</li> <li>• Where the school ascertains that a guardianship process is initiated but not completed the school may admit the students and request that proof of legal guardianship be provided upon completion in a timely way</li> <li>• If the principal determines that there are extenuating circumstances involved in the absence of legal guardianship, the principal may refer this to the Superintendent of Schools for decision</li> </ul>
<p>Students who are 16 or 17 years of age who have withdrawn from parental control</p>	<p>The person is self-sufficient and does not rely on a parent or guardian for support. He or she does not require a legal guardianship document</p>	<ul style="list-style-type: none"> <li>• The person must provide a signed statement outlining the following: <ul style="list-style-type: none"> <li>The age of the students</li> <li>That the students have withdrawn from parental control</li> <li>That the students will be making all decisions on his/her own behalf</li> <li>The pupil is self-sufficient and has an independent source of financial support such as a job or social benefits</li> </ul> </li> </ul>

**Detailed Parent/Guardianship Requirements**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
		<ul style="list-style-type: none"> <li>• Register the students at school</li> <li>• NB. The Toronto District School Board reserves the right to seek further proof that the student has withdrawn from parental control, such as, proof of financial independence where there is a reasonable belief that there may be an attempt to avoid the Toronto District School Board's Optional Attendance Policy. Where it is determined that students have misrepresented that he/she has withdrawn from parental control in order to avoid the TDSB's Optional Attendance Policy, those students will be subject to immediate transfer to their home school</li> </ul>
Students under 18 living with a custodial parent	Court Order from an Ontario Family Court or Separation Agreement	<ul style="list-style-type: none"> <li>• A parent with sole custody is normally the primary decision-maker for the child's education, subject to any separation agreement or divorce order</li> <li>• If parents are separated or divorced and there is no court order, custody is assumed to be joint custody</li> <li>• Place copy of the document in the OSR</li> </ul>
Students in the care of the Children's Aid Society <u>of Toronto, Catholic Children's Aid Society of Toronto, Jewish Family and Child Services of Toronto, and Native Child and Family Services</u>	Letter from an official of the Children's Aid Society stating that the students are in their care	Students may register in the home school where the foster parent resides or where the group home is located
Students who are 18 years and over who are not living with a parent(s)	No proof is required, as the person has reached the legal age of majority	Register the students if all other requirements with respect to residence, attendance/optional attendance and immigration status are met

**Proof of Address (Detailed School Boundary Requirement) Requirements**

Under the new Ministry Regulations, Ontario students may apply to attend any school in Ontario. The TDSB Optional Attendance Policy describes the attendance boundary requirements and must be consulted regarding admission to specific schools. The Optional Attendance Policy can be accessed at [www.tdsb.on.ca](http://www.tdsb.on.ca). Select "Optional Attendance Information" from the "Quick Links" pull-down menu at [www.tdsb.on.ca](http://www.tdsb.on.ca). The parent(s)/guardian(s) and pupil must appear in person.

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
<p>Students and parent(s)/guardian(s) reside in TDSB within the school boundaries</p>	<p>For proof of address <u>choose</u> any <b>two*</b> of:</p> <ul style="list-style-type: none"> <li>• <u>Valid Ontario Photo Card</u></li> <li>• <del>Current Lease or Deed</del></li> <li>• <del>Current</del> Utility <u>bill received by mail (e.g. cable TV, Bill hydro, gas, water)</u></li> <li>• <u>Monthly mailed bank account statements for savings or chequing accounts (does not include receipts, bank books, letters or automated teller receipts)</u></li> <li>• <u>Employer record (pay stub or letter from employer on company letterhead)</u></li> <li>• <u>School, college or university report card or transcript</u></li> <li>• <u>Legal Clinic</u></li> <li>• <u>Child Tax Benefit Statement</u></li> <li>• <u>Income tax assessment (most recent)</u></li> <li>• <u>Insurance policy (home, tenant, auto or life)</u></li> <li>• <u>Mortgage, rental or lease agreement</u></li> <li>• <u>Current purchase and sale agreement</u> <del>Property Tax Bill</del></li> <li>• <del>Ontario</del> <u>Current</u> Motor Vehicle <u>Permit (plate or vehicle portions)</u> <del>Ownership and Insurance</del></li> <li>• <del>Original Interim</del> <u>Property tax bill</u> <del>Tax Bill</del></li> <li>• <u>Statement of Direct Deposit for Ontario</u></li> </ul>	<ul style="list-style-type: none"> <li>• Confirm home school by looking at <a href="http://www.tdsb.on.ca">www.tdsb.on.ca</a>. Click on "Find Your School"</li> <li>• At the discretion of the principal, families may be given up to 6 weeks to produce acceptable documentation in the form of non-personal mail linking families with the address             <ul style="list-style-type: none"> <li>▪ If proof cannot be presented within 6 weeks, the principal may refer this to the Superintendent of Schools for decision</li> </ul> </li> <li>• NB. The principal has the sole discretion to seek further documentation as to address if he or she has reason to doubt the authenticity of any document presented to the school. Any registration decisions based on false or misleading documentation can be changed or rescinded at any time by the school or superintendent</li> </ul>

**Proof of Address (Detailed School Boundary Requirement) Requirements**

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
	<p><u>Works or for Ontario Disability Support Program</u></p> <ul style="list-style-type: none"> <li>• <u>Statement of Employment Insurance Benefits Paid T4E</u></li> <li>• <del>Health Card</del></li> <li>• <del>Current Bank Statement</del></li> <li>• <del>Original Credit Card Statement (personal information on document may be blocked out)</del></li> <li>• <del>Recent correspondence from a government agency</del></li> <li>• <del>Most recent original Income Tax Assessment (personal information on document may be blocked out)</del></li> <li>• <del>Recent correspondence from a Municipal, Federal or Provincial Government Agency</del></li> </ul> <p>*NB. Schools open to Optional Attendance pursuant to the TDSB's Optional Attendance Policy may require additional documentation on a case-by-case basis</p>	
CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES

**Proof of Address (Detailed School Boundary Requirement) Requirements**

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
Students residing with parent(s)/guardian(s) within TDSB, but wishes to attend a school other than the one that serves his/her place of residence	Documentation to show proof of address ( <i>as above</i> )	Students who wish to attend a school other than the one that serves their place of residence must complete TDSB Form C1: 001A (elementary), or C1: 001B (secondary). Refer to TDSB Optional Attendance Policy
Students and parent (s)/guardian(s) reside outside TDSB's jurisdiction	Documentation to show proof of address ( <i>as above</i> )	Refer to TDSB Optional Attendance Policy
Students under 18 years residing within TDSB boundaries, and parent(s) reside outside TDSB's jurisdiction NB. This does not apply to students who are 16 or 17 years of age and who have withdrawn from parental control	See Parent/Guardianship section	<ul style="list-style-type: none"> <li>• Students register in the home school where the legal guardian resides</li> <li>• In extenuating circumstances, the Superintendent of Schools may allow a student to attend a school without a legal Court Order</li> </ul>
Students who are 16 or 17 years of age, reside within TDSB jurisdiction and have withdrawn from parental control and do not have a legal guardian	Documentation to show proof of address ( <i>as above</i> )	<ul style="list-style-type: none"> <li>• Students register in the home school where they reside</li> <li>• NB. The Toronto District School Board reserves the right to seek further proof that students have -withdrawn from parental control, such as, proof of financial independence where there is a reasonable belief that there may be an attempt to avoid the Toronto District School Board's Optional Attendance Policy. Where it is determined that students have misrepresented that they have withdrawn from parental control in order to avoid the TDSB's Optional Attendance Policy, students will be subject to immediate transfer to their home school</li> </ul>



**Proof of Address (Detailed School Boundary Requirement) Requirements**

Students who are 18 years of age and over	Documentation to show proof of address ( <i>as above</i> )	If documentation shows that the students have not resided in the school district for at least 12 months prior to the request for admission, the students are subject to the Optional Attendance Policy.
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**Proof of Canadian Citizenship or Eligible Immigration Status**~~Detailed Residency Status Requirements~~  
**CANADIAN CITIZENS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Students who are Canadian Citizens	<p><del>Choose</del><u>Any</u> one of:</p> <ul style="list-style-type: none"> <li>• <u>Canadian passport (valid or expired no more than five years)</u></li> <li>• <u>Birth certificate from Ontario or other Canadian province or territory (issued under Vital Statistics Act)</u></li> <li>• <u>Canadian Certificate of Registration of Birth Abroad</u></li> <li>• <del>Passport</del></li> <li>• <del>Citizenship Card</del><u>Certified Statement of Live Birth from Ontario, or other Canadian province or territory</u></li> <li>• <u>Certificate of Canadian Citizenship or Certificate of Naturalization (paper document or card, not commemorative issue)</u></li> <li>• <u>Certificate of Indian Status (paper or plastic card)</u></li> <li>• <del>Registered Indian Record (certified)</del></li> <li>• <u>Citizenship Certificate</u></li> </ul>	Register students if all other requirements are met	School
Students born abroad to Canadian citizens	<ul style="list-style-type: none"> <li>• The student's foreign birth certificate showing parent's name</li> <li>• Parent's Canadian Citizenship Card/Passport</li> <li>• Evidence of citizenship application</li> </ul>	Parent(s) must show documentation from Citizenship and Immigration Canada that they have applied for Canadian Citizenship Registration for the students	School
Students who have come to Canada because their parent or guardian is married to a Canadian citizen	<ul style="list-style-type: none"> <li>• Student's foreign birth certificate or passport</li> <li>• Canadian Citizenship Card/Passport of sponsoring parent</li> <li>• <u>The birth parent's custody paper (if applicable)</u></li> <li>• <u>Proof of marriage license</u></li> </ul>	Register students if all other requirements are met	School

**Proof of Canadian Citizenship or Eligible Immigration Status**~~Detailed Residency Status Requirements~~  
**PERMANENT RESIDENTS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Students who are Permanent Residents	<ul style="list-style-type: none"> <li>Confirmation of Permanent Residence</li> <li>Permanent Resident Card</li> <li><u>Valid Permanent Resident Card or Permanent Resident card expired not more than five years</u></li> <li>Canadian Immigration Identification Card</li> <li><u>Confirmation of Permanent Residence (IMM 5292, 5688)</u></li> </ul>	Register students if all other requirements are met	School
Students born abroad to Permanent Residents	<ul style="list-style-type: none"> <li>Parent's Permanent Resident papers</li> <li>Student's foreign birth certificate or passport</li> </ul>	Proof that parent has sponsored the student	School
Students who have come to Canada because their parent or guardian is married to a permanent resident	<ul style="list-style-type: none"> <li>Student's foreign birth certificate or passport</li> <li>Permanent Resident papers of sponsoring parent</li> <li>The birth parent's custody paper (if applicable)</li> </ul>	Register students if all other requirements are met	School
Applicants for Permanent Resident status	<ul style="list-style-type: none"> <li>Stage 1 approval letter</li> <li><u>Written confirmation from Citizenship and Immigration Canada that you are eligible to apply for permanent residence in Canada</u></li> </ul>	<ul style="list-style-type: none"> <li>Refer students/families to International Students and Admissions Office</li> <li>Student may be required to pay school fees</li> </ul>	International Students and Admissions Office

**OTHER IMMIGRATION STATUS**

**REFUGEE CLAIMANTS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Refugee Claimants	<ul style="list-style-type: none"> <li><u>Letter Issued by Refugee Claimant papers from Citizenship and Immigration and Refugee Board confirming Convention Refugee or Protected Person Status</u></li> <li><u>Protected Person Status document</u></li> <li>Canada</li> </ul>	Register students if all other requirements are met	School

**Proof of Canadian Citizenship or Eligible Immigration Status**~~Detailed Residency Status Requirements~~

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Convention Refugees	<ul style="list-style-type: none"> <li>• <u>Notice of Decision letter from Immigration and Refugee Board confirming that the student/family are Convention Refugees</u></li> <li>• <u>Protected Person Status Document</u></li> </ul>	Register students if all other requirements are met	School

**WORK PERMIT HOLDERS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Work Permit Holders	Parent's Work Permit	Register students if all other requirements are met	School

**Proof of Canadian Citizenship or Eligible Immigration Status**~~Detailed Residency Status Requirements~~

**OTHER**

The majority of students in the following categories **WILL BE REQUIRED TO PAY FEES TO THE TDSB unless they are exempt from such fees under the Education Act, section 49(6)**, and must have all the required documents including Study Permit. **All students who fall into these categories must be referred to the International Students and Admissions Office at 5050 Yonge Street, prior to registration in a TDSB school.**

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
New Visa/International Students	Study Permit	School will receive confirmation of acceptance from International Students and Admissions Office	International Students and Admissions Office
Foreign students who hold a Study Permit without the other required immigration documents	Study Permit	<ul style="list-style-type: none"> <li>Students who request admission to a school directly with only a Study Permit must be referred to the International Students and Admissions Office</li> <li>These may be fee-paying students</li> </ul>	As above
Visitors to Canada	Immigration Documents	Individuals and dependents who come to Canada on a Visitor Record are not eligible to attend school without payment of fees	As above
Dependents of Religious Clergy	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	As above
Dependents of a non-resident parent with a Study Permit who is enrolled in a post-secondary institution	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	As above
Dependents of Diplomatic Personnel ( <i>non-fee-paying</i> )	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	As above

**Proof of Canadian Citizenship or Eligible Immigration Status**~~Detailed Residency Status Requirements~~

**OTHER: STUDENTS WITHOUT IMMIGRATION STATUS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Students who are not Canadian Citizens, Permanent Residents or Convention Refugees and who have no proof of immigration status in Canada	Students/families have no documents from Citizenship and Immigration Canada confirming immigration status or confirming that a legal immigration process is in place. In some cases, the students/families may have submitted an application for Landing or Refugee Claim to Citizenship and Immigration Canada but has not received a response	The Board passed a policy in May 2007 that students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities. Schools may register these students or refer them to the International Students and Admissions Office.	School or International Students and Admissions Office



Toronto District School Board

**Appendix E: ATTESTATION FORM**

(To be completed by school staff and filed in OSR)

Legal last name: _____	Trillium #: _____
Legal first name: _____	OEN # (if available): _____
Date of Birth: _____ <small>lvy-mm-did</small>	Grade: _____
Province/Territory of Birth (if Canada): _____	Country of Birth: _____
Citizen of: _____	

ORIGINAL documentation must be presented and reviewed. Do not photocopy or retain any documents for Section 1, 2 and 3.

**1. Proof of Age**

1 documents required – refer to Appendix A of TDSB Procedure PR518 - Admission Eligibility Requirements ("PR518")

**School Admission Letter (SA 001)**

Date: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_ (last or family name) \_\_\_\_\_ (first or given name and middle names)

Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

~~Date of Birth Certificate~~

Passport/\_\_\_\_\_ Citizenship Card

Baptismal Record

Other\*: \_\_\_\_\_

Refugee Claimant Documentation

Permanent Resident Card / Confirmation of Permanent Residence

Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_ (year / month / day)

Country of Origin: \_\_\_\_\_ Date of Arrival in Canada: \_\_\_\_\_

STUDENT ATTESTATION FORM

Appendix E: Sample School Admission Letter

**2. Proof of Address (School Boundary Requirements)**

2 documents required – refer to **Appendix C of TDSB Procedure PR518 - Admission Eligibility Requirements ("PR518")**

Mailed Monthly Bank Account Statement  Utility Bill received by mail (water, hydro, gas, home phone, cable, internet)

Property Tax Bill  Income Tax Assessment (Most recent)

Recent correspondence from a Municipal, Provincial or Federal Government Agency

Other\*: \_\_\_\_\_ \*Other document must be listed as acceptable under Appendix D of PR518, Driver's License not accepted

**Proof of Canadian Citizenship or Eligible Immigration Status**

**Trillium Category:** \_\_\_\_\_

Permission is given for the above named student to attend a school in the Toronto District School Board.

(signature required)

Senior Manager

**3. International Students and First Entry into Canada**

*Each student will fall under **only one** of the three categories listed below. Check off the document presented and reviewed. Refer to **Appendix D, PR518** for a complete list of documents accepted. This section also confirms date of entry into Canada for ESL funding for **students that arrived from a non-English speaking country in the past four years**. Date of entry is the date that the student entered Canada to live, not a previous visit/vacation. Check off the document presented, and enter the date on the document.*

**Canadian Citizens**

Birth Certificate  Canadian Citizenship Card or Certificate

Valid Canadian Passport  Other: \_\_\_\_\_

**Permanent Residents / Landed Immigrants**

Original date of first entry to live in Canada: \_\_\_\_\_ Date of Entry Stamp in Passport: \_\_\_\_\_

Confirmation of Permanent Residence Date of Permanent Residency: \_\_\_\_\_

Permanent Resident Card Date of Permanent Residency: \_\_\_\_\_

Permanent Resident Stage One Approval Letter Date of letter: \_\_\_\_\_

Other (Type of Document and Date): \_\_\_\_\_



STUDENT ATTESTATION FORM

Appendix E: Sample School Admission Letter

Other Immigration Status

Original date of first entry to live in Canada: \_\_\_\_\_ Date of Entry Stamp in Passport: \_\_\_\_\_

Documentation from IRCC confirming Refugee Status \_\_\_\_\_ Date of Entry (stamped on document): \_\_\_\_\_

Consideration of Eligibility (Convention Refugee) \_\_\_\_\_ Date of Entry (stamped on document): \_\_\_\_\_

Parent on Work Permit \_\_\_\_\_ Work Permit Expiry Date: \_\_\_\_\_

4. Guardianship or Custody Documents (If Not Applicable, Proceed to Section 5)

Is there a legal document that sets out custody and access to the student?

Yes (complete this section and retain documentation in OSR)  No / Not Applicable (proceed to Section 5)

If there is a guardianship or custody agreement, the student should fall under one of the categories listed below. Refer to Appendix B, PR518 for more information. If you encounter a situation that does not fall into one of the categories below, or if you are unsure or have any questions, please call the TDSB Admissions office to confirm pupil eligibility: 416-395-8120. Office

1.  Student is under 18 and living with a guardian who is their immediate family (parent, grandparent, brother, sister or aunt/uncle related by blood) and that guardian resides in the school's boundary. Check this box if this applies, and that a written agreement (i.e. Guardianship Agreement) stating that the guardian is assuming full responsibility for the student's education is provided. A copy of that agreement must be retained in the OSR.

2.  Student is under 18 and living with a custodial parent. Indicate agreement presented and retain copy in OSR:

Custodial Court Order \_\_\_\_\_

Separation Agreement/Contract \_\_\_\_\_

Other (Specify): \_\_\_\_\_

3.  Student in the care of one of the following agencies (must present official letter and retain copy in the OSR)

Children's Aid Society \_\_\_\_\_

Jewish Family and Child Services \_\_\_\_\_

Catholic Children's Aid Society \_\_\_\_\_

Native Child and Family Services \_\_\_\_\_

Other (Specify): \_\_\_\_\_

5. Signature: School Administration and Parent/Guardian

I verify that I have seen all of the documents listed above personally. I have ensured that all information on the attestation form is complete and accurate.

School Admin Signature: \_\_\_\_\_

Print name

Signature

Date

I have ensured that all information on the attestation form is complete and accurate.

Parent/Guardian Signature: \_\_\_\_\_

Print name

Signature

Date

This form and the information contained within it will be maintained in the Ontario Student Record (OSR).

STUDENT ATTESTATION FORM

Appendix E: Sample School Admission Letter

**ONLY TDSB ADMISSION OFFICE TO VERIFY**

Diplomat Worker \_\_\_\_\_ Date Signed/Arrival: \_\_\_\_\_

Parent on Religious Work \_\_\_\_\_

Canadian Forces Permit \_\_\_\_\_ Expiry Date (if applicable): \_\_\_\_\_

Parent on Study Permit or Acceptance Letter confirming parent will be a full-time student in Ontario (retain copy in OSR)

Verify that parent is enrolled in a degree, diploma or certificate program that consists of at least 2 semesters with at least 600 hours of instruction.  Degree  Diploma  Certificate

Other: \_\_\_\_\_

TRILLIUM CATEGORY: \_\_\_\_\_

**Notice of Collection and Use of Personal Information**

Personal information on this form is collected under the authority of sections 58.5(1), 170(1), 265(1) of the Education Act, R.S.O. 1990, c.E.2, as amended and retained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56. This information will be used by school administration to establish the Ontario Student Record, and for student education related purposes such as registration, administration, communication and data reporting. Student information is also used by the Ontario Ministry of Education and by EQAO (Education Quality and Accountability Office) for education related purposes. Questions or concerns about this collection should be directed to the Privacy Office, Toronto District School Board, 1 Civic Center Court, 4th Floor, Etobicoke Ontario, M9C 2B3 or (416)394-2344.

(416) 395-8120

File: Student's OSR