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**Subject** **ADMISSION OF STUDENTS**

**References** [Ministry of Education Website – Pupil Enrolment](#)  
[Immigration and Refugee Protection Act \(Canada\)](#)  
[Children’s Law Reform Act](#)  
[Education Act](#)  
[Ontario Reg. 216-16](#)  
[Indian Act \(Canada\)](#)  
[Register of Daily Attendance for Elementary Schools](#)  
[Enrolment Register Instructions for Elementary and Secondary Schools – Ontario Ministry of Education](#)  
[Simcoe County District School Board \(SCDSB\) Elementary and Secondary School Online Registration Forms](#)  
[Policy 4410 – Admission of International Students](#)  
[Policy 2317 – School Attendance Areas](#)  
[Policy 2410 – Transportation of Students](#)  
[APM A7000 – School Attendance Areas](#)  
[APM A7635 – Student Discipline Procedures](#)  
[APM A1410 – English as an Additional Language](#)  
[APM A7015 – National/International Student Exchanges - Grades 6-12](#)  
[APM A8510 – Admission Process for Group/Foster Home Students Requiring Special Education and/or Social-Emotional Services and Support](#)

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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/guardians and school staff by providing clarity around the necessary documents required for admission of students and the steps to be taken for admission; and,
  - 1.1.2 to comply with Federal Immigration Regulations, the *Education Act*, board policy and other regulations.
- 1.2 Situations not covered in this Administrative Procedures Memorandum (APM) should be referred to the appropriate superintendent of education for clarification prior to the admission of a student.

## 2. Procedures for Registering an Elementary or Secondary Resident Student

- 2.1 It is the responsibility of the parent(s)/guardian(s) to provide evidence that the student has a right to attend a Simcoe County District School Board (SCDSB) school. This includes ensuring the accuracy of all registration documentation (e.g. proof of birth, proof of residency).
- 2.2 Where a student and the parent(s)/guardian(s) reside in Simcoe County and are English-language public school supporters, they will generally attend their home school as determined by the student's home address and school boundaries and will be registered as a resident pupil of the board.
- 2.3 A student must register at their home school by entering their registration information online through the SCDSB website.
- 2.4 A student who wishes to attend a school other than their home school must receive out-of-attendance area approval from the superintendent of education as outlined in APM A7000 – School Attendance Areas (FORM A7000 - 1). Parent(s)/guardian(s) are responsible for transporting the student to and from the out-of-attendance area school if the request is approved.
- 2.5 The following original documentation, or copy certified by a commissioner, notary public or lawyer as original, must be presented by the parent(s)/guardian(s):
  - 2.5.1 SCDSB online Student Registration form (FORM A7050 - 3);
  - 2.5.2 Birth verification showing the student's date of birth. Accepted documents include:
    - 2.5.2.1 birth certificate;
    - 2.5.2.2 certified copy of statement of live birth;
    - 2.5.2.3 birth registration;
    - 2.5.2.4 Canadian citizenship card;
    - 2.5.2.5 Canadian permanent resident card;
    - 2.5.2.6 confirmation of permanent resident;
    - 2.5.2.7 secure certificate of Indian Status Card;
    - 2.5.2.8 passport;
    - 2.5.2.9 baptismal certificate;

- 2.5.2.10 registration of adoption;
- 2.5.2.11 record of landing;
- 2.5.2.12 report pursuant to the immigration and refugee protection act; or,
- 2.5.2.13 student authorization/study permit.
- 2.5.3 Proof of residency showing the student's home address. Accepted documents include:
  - 2.5.3.1 property tax assessment;
  - 2.5.3.2 lease/rental agreement;
  - 2.5.3.3 ownership title;
  - 2.5.3.4 proof of purchase agreement for the primary residence;
  - 2.5.3.5 utility bill in the name of the parent(s)/guardian(s);
  - 2.5.3.6 letter of residency; or,
  - 2.5.3.7 statutory declaration.
- 2.5.4 Citizenship and immigration documents, if applicable. Families new to Canada (within the last four years) must be referred to the SCDSB Newcomer Welcome Centre to complete the initial registration process (section 7).
- 2.5.5 Custody and/or guardianship documents, where applicable.
- 2.5.6 The original documents may be requested from the parent(s)/guardian(s) in order to support the student's needs:
  - 2.5.6.1 Medical and health information including the completion of the SCDSB Student Medical Form (FORM A1420 - 1) and the student's immunization record;
  - 2.5.6.2 Individual Education Plan (IEP);
  - 2.5.6.3 Identification, Placement and Review Committee (IPRC) statement of decision;
  - 2.5.6.4 Ontario Student Transcript;
  - 2.5.6.5 secondary school status sheet;
  - 2.5.6.6 Ontario secondary school literacy test results;
  - 2.5.6.7 record of community involvement hours; and,
  - 2.5.6.8 student course selections (if applicable).

### 3. Custody and Guardianship

- 3.1. The following are entitled to register the student to attend school and are equally responsible for decisions that pertain to the education of the student.
  - 3.1.1 parents who reside together with the student;
  - 3.1.2 parents who have joint custody by agreement or Order of the Court;
  - 3.1.3 parents who have no formal custody order (sole, joint, or otherwise);
  - 3.1.4 parents who have a separation agreement that specifies custody;
  - 3.1.5 guardian (section 3.7) as per Educational Services Agreement (ESA) (FORM A7050 - 1) or where a 16 or 17 year old has withdrawn from parental control and has selected a new guardian (FORM A7050 - 2); or,
  - 3.1.6 adult student or a youth 16 or 17 years of age who has withdrawn from parental control (FORM A7050 - 2).
- 3.2 If one parent is granted **Sole Custody** of a student for educational matters/purposes, that parent alone determines the student's right to attend school and makes decisions that affect the child.

- 3.3 **Access parents** are not entitled to register a student to attend school nor do they have the right to make decisions that pertain to the education of the student. 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 student, unless the right is specifically denied by court order. Access parents may or may not have the right to access the student during the school day. If such a situation presents itself, review the Custody and Access order/agreement contained in the student's Ontario Student Record (OSR) and/or contact the primary care giver.
- 3.4 It is the responsibility of the parent to provide a copy of the most recent court order/custody agreement for the OSR and to inform the school about any special custody and/or access arrangements, including restraining orders, interim orders, amending orders, etc. A copy of the custody order/agreement shall be filed in the OSR.
- 3.5 A guardian, for the purpose of registration and school participation, is a person, other than the parent of the student, who has lawful custody of a student. When an individual is granted lawful custody of a student for educational purposes they may make all decisions regarding the attendance and participation of the student. The parent shall no longer have the right to make decisions for educational purposes.
- 3.6 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 safe and neutral and their duty is to remain neutral to the custody proceedings. Where parents are in dispute about the right to attend school or make educational decisions, guidance should be sought from the superintendent of education.
- 3.7 **Educational Services Agreement (ESA)**  
The ESA (FORM A7050 - 1) is an agreement where a custodial parent(s) grants lawful guardianship (custody and control) of the student, for educational purposes, to an adult who resides in Simcoe County. Under the agreement, the custodial parent relinquishes all rights they have to the custody and guardianship of the student for educational purposes, including day to day educational decisions as custodial parent of the student, to the guardian. The guardian accepts lawful custody and control of the student from the custodial parent and agrees to be responsible to the SCDSB for the student with respect to education.

The ESA allows a student who would otherwise be unable to qualify as a pupil of the board to attend school in Simcoe County. The agreement shall be signed in front of a commissioner (a person empowered to administer oaths and take affidavits) or notary public.

- 3.7.1 Acceptable circumstances for the use of an ESA agreement may include:
- 3.7.1.1 marital separation or divorce in which the custodial parent is temporarily or permanently unable to support the child;
  - 3.7.1.2 instances of physical and/or mental illness where the student's custodial parent is temporarily unable to care for the student;

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- 3.7.1.3 instances of physical or mental abuse in the home where the student, with or without the support of one parent/guardian, seeks refuge with a relative or friend in Simcoe County;
  - 3.7.1.4 instances where the parent(s)/guardian(s) are required to be out of the province or country for a temporary period of time and where the student(s) is unable to accompany; and,
  - 3.7.1.5 situations where the student is attending a program related to the arts or sports in Ontario. Please see section 7 to see if fees are applicable.
  - 3.7.2 The person to whom guardianship is granted under the ESA must be an adult resident of Simcoe County.
  - 3.7.3 Where a student wants to attend an out-of-attendance-area school, APM A7000 – School Attendance Areas applies. The ESA shall not be used to circumvent attendance boundaries.
- 3.8 Simcoe Muskoka Family Connexions (SMFC)
- 3.8.1 A child under the age of 16 who is in the care of the SMFC, 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.
  - 3.8.2 When registering a student, the SMFC must provide the appropriate admissions documentation to the student's home school (section 2.5). Contact the office of the superintendent of education if no documentation is available.
  - 3.8.3 The SMFC worker will initiate contact with the SCDSB as far in advance as possible by completing and forwarding an introductory letter to the principal of the student's home school. The letter will include:
    - 3.8.3.1 the student's name and date of birth;
    - 3.8.3.2 pertinent information regarding the student's academic, social, and emotional strengths and needs;
    - 3.8.3.3 the worker's name and contact information;
    - 3.8.3.4 the child's place of residence; and,
    - 3.8.3.5 the caregiver's name and contact information.
  - 3.8.4 Upon receipt of the introductory letter, the principal will contact the worker to discuss the registration of the student. The principal may request a meeting to discuss the placement and program needs of the student. Admission may be delayed in order to put the appropriate supports in place or if it has been determined that an alternative placement may be required. The principal will work with their superintendent of education and the principal of special education to determine the most appropriate placement and the level of support necessary to support a positive transition into school for the student.
  - 3.8.5 If a student is placed in a Simcoe County group home, the principal will follow the protocols outlined in APM A8510 – Admission Process for Group/Foster Home Students Requiring Special Education and/or Social-Emotional Services and Support if applicable.
  - 3.8.6 It is the expectation of the SCDSB that a SMFC worker and/or foster/group home staff will accompany the student to the school to register.
  - 3.8.7 During the initial meeting, the principal will establish a plan with the SMFC worker and the foster parent(s) for the purpose of sharing information appropriately,

determining signing authority and financial obligations, and the sharing of report cards.

3.8.8 The principal will contact the sending school to confirm education information necessary for appropriate programming.

3.9 Students from Group/Foster Homes

Students placed in group/foster homes shall be recorded as pupils of the board and the SMFC will be recorded as legal custodian with appropriate documentation.

3.10 Students in Care and Treatment (Section) Programs

Students who receive instruction in a care and treatment (Section) program are not enrolled in a SCDSB school. They are enrolled in the care and treatment (Section) program and, therefore, should not be included on a SCDSB register.

#### 4. Non-resident Students

A non-resident student is a person who does not qualify as a resident student under the *Education Act* because they or their parent(s)/guardian(s) do not reside in Simcoe County. This includes all students for whom the board charges a fee.

4.1 Elementary students who reside in the jurisdiction of another school board may apply to attend a more accessible SCDSB elementary school (FORM A7050 - 4) in accordance with the *Education Act* section 35(1). Approval is subject to availability of space in the school as confirmed by the superintendent of education in the following circumstances:

4.1.1 where the school the student is required to attend is more than 3.2 kilometres by the shortest distance by road from their resident home school to the student's home address;

4.1.2 more than 0.8 kilometres by the shortest distance by road from any point from which transportation is provided; and,

4.1.3 a SCDSB school is nearer by the shortest distance by road to the student's home address; or,

4.1.4 where the student's home school is unable to accommodate the student's accessibility needs and a SCDSB school is able to accommodate the student's accessibility needs and is the next closest school to the student's home address, the student may apply to attend.

4.2 Secondary students who reside in the jurisdiction of another school board may apply to attend a SCDSB secondary school (FORM A7050 - 4) in accordance with the *Education Act* section 35(1). Approval is subject to availability of space in the school as confirmed by the superintendent of education in the following circumstances:

4.2.1 where a SCDSB secondary school is more accessible to the person than any other secondary school;

4.2.2 for the purpose of satisfying specialized program requirements to qualify for: an Ontario Secondary School Diploma (OSSD); admission to a university or college of applied arts and technology; or to enter a trade, profession or calling (*Education Act* section 39(1) and 49.2(6)); or,

4.2.3 where the student's home school is unable to accommodate the student's accessibility needs and a SCDSB school is closer.

- 4.3 For both non-resident elementary and secondary students, transportation is the responsibility of the parent(s)/guardian(s) and approvals are student and grade or program specific with no guarantee that siblings will also receive approval.
- 4.4 When determining whether to recognize for grant purposes a student whose parent(s)/guardian(s) do not reside in Ontario, the ministry will look for an Ontario court order transferring custody from the parent(s)/guardian(s) to an adult resident within Ontario, unless **all** of the following criteria are met:
- 4.4.1 the student is a Canadian citizen or a permanent resident of Canada;
  - 4.4.2 the new guardian is a member of the student's immediate family and resides in Ontario within the school board jurisdiction in which the student wants to attend school;
  - 4.4.3 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; and,
  - 4.4.4 a written agreement is in place between the parent(s)/guardian(s) and the new guardian that sets out all of the above, as well as the respective responsibilities of the parent(s)/guardian(s) and the new guardian.
- 4.5 Students Residing on First Nations Reserves and Authorized by the First Nation

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

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

## 5. Students Who Have Withdrawn From Parental Control

- 5.1 Under the *Child and Family Services Act*, a student aged 16 or 17 may withdraw from parental control. A student's decision to remove themselves from parental control is also recognized under the *Education Act*. A student's decision to remove themselves from care and control of their parents is a significant decision and should be treated as such by the student. Students who remove themselves from the care and control of their parents at age 16 or 17 are able to make any decisions that an adult student is permitted to make, including attending school. Their parents are no longer permitted to receive any information, including information about grades, health and well-being, discipline or where they are residing, without the consent of the student.
- 5.2 The student must demonstrate proof of Canadian citizenship, as per section 2.5, and be able to provide information about how they are financially supporting themselves and where they reside.
- 5.3 When a student aged 16 or 17 who has withdrawn from parent control, and resides with and is being cared for and supported by a relative or another adult, they are regarded as living in a guardianship situation (*Education Act*, section 18).



- 5.4 Students who have withdrawn from parental control shall complete FORM A7050 - 2 and the school shall update the student's information in the student information system.

## **6. Students over Twenty-one Years of Age**

- 6.1 As per the *Education Act* (section 33(1)), students shall be permitted to attend a secondary school until the last school day of June in the calendar year in which they attain the age of 21.
- 6.2 Where SCDSB Learning Centres exist locally, the board shall direct students 21 years of age and older to register at the local Learning Centre (*Education Act*, section 49.2).
- 6.3 Upon registration, adult students must provide appropriate documentation, as set out in section 2.5, in order to verify their legal name (please note, a driver's licence may not reflect the legal name).
- 6.4 An adult student is entitled to enrol in a Continuing Education course/class that is acceptable for credit towards an Ontario Secondary School Diploma (OSSD) or Ontario Secondary School Certificate (OSSC) if the principal is satisfied that the person qualifies or has the skills to access the curriculum (*Education Act*, section 49.2).
- 6.5 The SCDSB will charge a fee equal to a non-resident fee to all pupils who attend a secondary school beyond the age of 21. Principals are required to contact the Superintendent of Business Services in this situation.

## **7. Admission of Students New to Canada (within the last four years), International Fee-paying, Out-of-province Fee-paying and Exchange Students**

- 7.1 Admission of Students New to Canada (within the last four years)
- 7.1.1 A new to Canada student is an individual who was born outside of Canada and is currently residing or immigrating to Canada within the last four years.
- 7.1.2 These students should be referred to the Newcomer Welcome Centre (NWC) for registration.
- 7.1.2.1 children born outside of Canada to a Canadian Citizen parent who do not have proof of Canadian citizenship. Students who have proof of Canadian citizenship may be registered at the school; or,
- 7.1.2.2 dependents of a member of visiting forces or a person who is in Canada under diplomatic, consular or official acceptance issued by the Department of Foreign Affairs and International Trade.
- 7.1.3 One of the following documents are required for admission:
- 7.1.3.1 confirmation of Permanent Residence (IMM 5292 form);
- 7.1.3.2 Permanent Residency Card (PR);
- 7.1.3.3 Refugee Claimant Status;
- 7.1.3.4 Work Permit (parents); or,
- 7.1.3.5 Study Permit (parents or self).
- 7.1.4 The principal of the home school recommends that a new to Canada student be assessed by the NWC for language skills for placement purposes.

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- 7.1.5 A new to Canada student who lives with their parent(s)/guardian(s) in Simcoe County, may attend a SCDSB school in their attendance area without payment of tuition fees, providing their parent(s)/guardian(s) provide proof they are Simcoe County residents.
  - 7.1.6 Upon completion of the registration and academic assessment of the new to Canada student at the NWC all required documents will be forwarded to the home school. The registration package must be filed in the student's OSR and the classroom teacher(s) must be provided with the copy of the academic assessment.
- 7.2 International Fee-Paying Students
- 7.2.1 International students, unless exempt under section 49(7) of the *Education Act*, are to pay tuition fees in accordance with the *Education Act*. The SCDSB International Student Program (ISP) office and Business Services will determine the tuition fees to be charged on an annual basis.
  - 7.2.2 The ISP office is responsible for:
    - 7.2.2.1 the collection and completion of all required documentation for international fee-paying students;
    - 7.2.2.2 the collection of tuition and application fees;
    - 7.2.2.3 completion of the online student registration (Student Registration – International Student) using the Student Information System (SIS);
    - 7.2.2.4 submitting the online student registration to the student's home school for final processing and the creation of an enrolment record in the SIS;
    - 7.2.2.5 verifying the student's date of entry into Canada by checking the entry stamp in the student's passport;
    - 7.2.2.6 verifying that the student has a valid study permit issued by Citizenship and Immigration Canada (only applies if the student is attending a SCDSB school for a period greater than six months);
    - 7.2.2.7 collecting and forwarding international student immunization records to the Simcoe Muskoka District Health Unit (SMDHU); and,
    - 7.2.2.8 verifying that the student has sufficient private health insurance.
  - 7.2.3 Providing the student is on the International Fee-paying Student List, the school is responsible for creating an OSR and maintaining the student's documentation (only applies if the student is studying for a period of one semester or greater).
  - 7.2.4 If an international student arrives at the school to register and does not appear on the International Fee-paying Student List, the school is to contact the ISP office. All inquiries about applying to the ISP should be forwarded to the ISP office.
  - 7.2.5 An International Student whose parent/guardian has given guardianship to a friend or family member who resides in Ontario, will not alter the requirement for the payment of tuition fees for the student's attendance at any SCDSB school.
  - 7.2.6 Approval may be granted by the superintendent to accept an executed ESA and to waive fees for compassionate grounds on a case-by-case basis, if, for example, the student is a refugee claimant and the parent(s)/guardian(s) are unable to care for the child.
  - 7.2.7 Fee-paying international students must be recorded as **non-residents** and reported on the appropriate sections of the school's enrolment register as an 'Other Pupil'.
  - 7.2.8 Schools are to consult with Admissions and Enrolment for any specific questions.

- 7.3 Out-of-province Fee-paying Students
- 7.3.1 Students from another province or territory within Canada or from outside Canada who are Canadian citizens and/or permanent residents of Canada, and whose parent(s)/guardian(s) does not reside in Ontario, are required to pay tuition fees. The ISP office and Business Services will calculate annually the tuition fees to be paid based on Ministry of Education regulations.
- 7.3.2 If an out-of-province fee-paying student arrives at the school to register and the school has not received notification from the NWC, the school is to contact the NWC.
- 7.3.3 The ISP office is responsible for:
- 7.3.3.1 the collection and completion of all required documentation for out-of-province fee-paying students;
- 7.3.3.2 the collection of tuition fees; and,
- 7.3.3.3 creating an online registration form in the SIS out-of-province fee-paying students and forwarding any required documentation to the appropriate school.
- 7.3.4 The school is responsible for:
- 7.3.4.1 completing the student's registration in the SIS; and,
- 7.3.4.2 creating an OSR and maintaining the student's documentation.
- 7.4 Admission of Students in an Educational Exchange Program (please refer to APM A7015 – National International Student Exchange/Experiences – Grades 7-12).

## **8. Students Under Full Expulsion**

- 8.1 A student who is subject to a full expulsion is not entitled to attend any day-school in the province or to engage in school related activities of any day-school in the province until they meets such requirements as established by regulation.
- 8.2 A student on expulsion may attend a school in Ontario again if they successfully completes a program for expelled students. A student on expulsion may register and attend SCDSB's program for expelled students.

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

**PROCESS FOR REGISTERING ELEMENTARY AND SECONDARY STUDENTS**

<b>SITUATION</b>	<b>PROCESS</b>
<p><b><u>Resident Student</u></b> Student and parent(s)/guardian(s) reside in Simcoe County.</p>	<p>Register the student at the home school using the online registration application. (please refer to section 2).</p>
<p><b><u>Resident Student – Out-of-attendance-area</u></b> Student resides with parent(s)/guardian(s) within Simcoe County, but outside the school boundaries of the school the student wants to attend.</p>	<p>A student who wishes to attend a school other than the one which serves their place of residence must complete an Out-of-attendance-area form (see APM A7000, FORM A7000 - 1) and be made aware of the regulations and conditions of transfer. The student must be pre-registered at their home school.</p>
<p><b><u>Non-resident Student – SCDSB School is More Accessible</u></b> Student and parent(s)/guardian(s) reside in Ontario but outside of Simcoe County; however, a SCDSB elementary or secondary school is more accessible (please refer to section 4).</p>	<p>If the student qualifies according to the guidelines in section 4, complete FORM A7050 - 4 and forward to the superintendent of education for approval. Approval shall be granted where there is space in the school to accommodate the student.</p>
<p><b><u>Non-resident Student</u></b> Student and parent(s)/guardian(s) reside within Ontario, but outside of Simcoe County, and they do not qualify to attend a more accessible SCDSB elementary or secondary school.</p>	<p>Do not register. Family should be directed to register at the local school in their home municipality.</p>
<p><b><u>Non-resident Student - Education Services Agreement (Formerly known as Statutory Declaration)</u></b> Student resides in Simcoe County and parent(s)/guardian(s) reside within Ontario but not within Simcoe County.</p>	<p>The student may register if the custodial parent(s)/guardian(s) grant(s) guardianship, for educational purposes, to an adult who resides in Simcoe County under the terms of an Education Services Agreement (ESA) (please refer to section 3.7 and FORM A7050 - 1).</p> <p>Note: Nothing in the ESA precludes the parent(s)/guardian(s) from making inquiries and receiving information about the education of the child.</p>

<p><b><u>Non-resident – Out-of-province/Out-of-county Students</u></b> Student is a Canadian Citizen who resides in Simcoe County, but the parent(s)/guardian(s) reside outside of Ontario (either within Canada or elsewhere).</p>	<p>The student may register without payment of fees if the following conditions are satisfied (please refer to section 7).</p> <ol style="list-style-type: none"> <li>1. The student has an Ontario court order transferring custody from the parent(s)/guardian(s) to an adult resident within Ontario; or,</li> <li>2. The student is a Canadian citizen or a permanent resident of Canada who will be residing with an adult resident guardian in Simcoe County and:             <ol style="list-style-type: none"> <li>a. the guardian is a member of the student's immediate family residing in school attendance area;</li> <li>b. the guardian is assuming full responsibility for the care and well-being of the student, and the student will reside with the guardian throughout the custody period; and,</li> <li>c. a written agreement is in place between the parent(s)/guardian(s) and the new guardian that sets out all of the above, as well as the respective responsibilities of the parent(s)/guardian(s) and the new guardian (FORM A7050 - 1).</li> </ol> </li> </ol> <p>All other situations will likely require payment of fees. Such students should be referred to the Newcomer Welcome Centre for registration.</p>
<p><b><u>Students Who Have Withdrawn from Parental Control</u></b> Student resides in Simcoe County and is 16 to 17 years of age and has withdrawn from parental control.</p>	<p>Student must complete FORM A7050 - 2 confirming they are independent and self-sufficient or selecting a new guardian (please refer to section 5).</p>
<p><b><u>Students 18 to 21 Years of Age</u></b> Student resides in Simcoe County and is 18 to 21 years of age.</p>	<p>Register the student at the home school (please refer to section 2).</p>
<p><b><u>Students Over 21 Years of Age</u></b> Student resides in Simcoe County and is over 21 years of age.</p>	<p>Student shall register at the local learning centre (please refer to section 6).</p>
<p><b><u>Simcoe Muskoka Family Connexions (SMFC)</u></b> Students in the care of SMFC</p>	<p>A child who is in the care of SMFC shall be registered at a school in the area in which the child resides once the appropriate admissions documents have been provided (please refer to section 3.8).</p>
<p><b><u>Group Homes</u></b> Students from Group Homes</p>	<p>Follow the protocols outlined in APM A8510.</p>

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**Educational Services Agreement**

(date)

**PERSONAL & CONFIDENTIAL**

(insert name principal or superintendent)

Simcoe County District School Board  
1170 Highway 26 West  
Midhurst, Ontario  
L9X 1N6

Dear (name of principal):

Consent and Guardianship of Student

**Name of Student:** [Click here to enter text.](#)

**Date of Birth:** [Click here to enter text.](#)

I/We, (name of custodial parent(s)) the Custodial Parent(s) of (name of student), agree to grant (name of Guardian(s)), and the (name of Guardian(s)) agree to accept, lawful custody of the student for the purposes of enrolling the Student in a school under the jurisdiction of the Simcoe County District School Board (SCDSB), making all educational related decisions and complying with the *Education Act* (Ontario) and the regulations and the terms and conditions set out in this correspondence.

I/We acknowledge that in exchange for this agreement, we have received the benefit of the facilitation of registration and attendance for (name of student) at a school which shall be identified by the SCDSB.

The Custodial Parent hereby grants lawful custody and control of the Student to the Guardians for education related purposes and relinquishes all rights that they may have to the guardianship of the Student for education related purposes including day to day educational decisions as Custodial Parent of the Student.

The Guardians hereby accept lawful custody and control of the Student from the Custodial Parent for education related purposes and agree to be responsible to the board for the Student.

The Student does not object to custody and control being given to the Guardians by their Custodial Parent, and the Student agrees to attend a school identified by and under the jurisdiction of the SCDSB.

The Custodial Parent and Guardians hereby waive and release in favour of the SCDSB, its trustees, directors, officers, employees, agents, and those for whom the SCDSB may be responsible in law, of and from any and all liability, manner of action, causes of action, claims, applications, complaints, and demands whatsoever for any cause whatsoever that may arise immediately or in the future as a result of the Student attending a school under the jurisdiction of the SCDSB in accordance with this letter.

The SCDSB shall be entitled to rely on the consents, waivers, and authorizations of the Guardians in connection with all matters affecting the Student's attendance and participation in SCDSB educational matters including, but not limited to, all matters under the *Education Act* (Ontario) and the regulations such as all special education matters, disciplinary matters, extracurricular activities, excursions and transportation matters, all matters under the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) ("MFIPPA") and the *Personal Health Information Protection Act* ("PHIPA"), and all matters forming part of school and/or SCDSB policies and procedures.

The Custodial Parent and Guardians agree that the Guardians may sign any and all documents, consents, waivers and authorizations required by the SCDSB or a school under its jurisdiction for any reason whatsoever, including excursions, special education matters and MFIPPA and PHIPA matters.

This Letter shall remain in effect until the earlier of:

- a) the award of custody by the Court to the Guardians;
- b) the graduation of the Student from a secondary school under the jurisdiction of the SCDSB;
- c) receipt by the SCDSB of written notice from both the Custodial Parent and the Guardian that this Letter has been terminated;
- d) the withdrawal of the Student from any school under the jurisdiction of the SCDSB by the Guardian;
- e) the Guardian ceasing to be resident within the meaning of the *Education Act* (Ontario);
- f) the student attaining the age of 18; the student at age 16 or 17 withdrawing from the care and control of the Guardians and Custodial Parent; or,
- g) the termination of the arrangement by administrative staff of the SCDSB in their sole discretion, which shall be applied reasonably.

In the event of termination because the Guardian has withdrawn the Student from school or the Guardian has ceased to be resident within the meaning of the *Education Act*, the Student shall no longer be allowed to attend a school under the jurisdiction of the SCDSB in accordance with this Letter.

Nothing in this letter gives the Student the right to attend a particular school under the jurisdiction of the SCDSB. The parties acknowledge that the decision regarding school placement is in the sole and unfettered discretion of the SCDSB.

Notwithstanding anything else contained in this letter, the SCDSB shall not be required to enrol the Student at a school under the jurisdiction of the SCDSB or to continue to accept the Student at a school they are currently attending under the jurisdiction of the SCDSB, if the arrangements made regarding the custody and guardianship of the Student are not satisfactory to the SCDSB.

Except as provided in this paragraph, none of the rights or obligations set out in this letter shall be assigned or transferable by the Custodial Parent(s) or Guardian(s) without the prior written consent of the SCDSB and other parties. The SCDSB shall be entitled, to assign this Letter to another board of education, and upon such assignment and assumption of this Letter by the school board and notice being given to the Guardians, the SCDSB shall be relieved of any and all liability regarding this arrangement and the student's registration and attendance at a school under the jurisdiction of the SCDSB.

The SCDSB, Custodial Parent(s) and Guardian(s) agree that the laws of the Province of Ontario and the laws of Canada shall govern the interpretation, validity and effect of this Letter.

Any changes to this letter must be agreed to.

This Letter may be executed by the parties separately, and when put together and shall constitute one agreement.

Yours sincerely,

Custodial Parent Name/Address (please print)

Signature of Custodial Parent

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Date

Notary Public (please print)

Signature

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Date

Custodial Parent Name/Address (please print)

Signature of Custodial Parent

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Date

Notary Public (please print)

Signature

---

Date

Guardian Name/Address (please print)

Signature of Guardian

---

Date

Notary Public (please print)

Signature

---

Date



Guardian Name/Address (please print)

Signature of Guardian

Date

Notary Public (please print)

Signature

Date

Student Name (please print)

Signature (for students over 12)

Date

Notary Public (please print)

Signature

Date

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**Notification of Withdrawal from  
Parental Control for Students 16 to 17**

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A student's decision to remove themselves from care and control of their parent(s)/guardian(s) is a serious one and should be treated as such by the student. The purpose of this form is to notify the school that a student aged 16 or 17 has made a decision and taken appropriate steps to remove themselves from parental control. The Simcoe County District School Board (SCDSB) reserves the right to seek further information and confirmation such as evidence of financial independence, confirmation of residence, etc., to ensure compliance with the SCDSB attendance area policies.

Upon receipt of this completed form and satisfactory supporting evidence, the student's parent(s)/guardian(s) will be contacted and advised that the student has indicated that they have withdrawn from parental control. As such school records will be updated accordingly as indicated on the form (Student Lives Independently and is Self-Sufficient or Student Selects Guardian) and parents/guardians will no longer be entitled to receive information about the student's education and well-being, and they may no longer access the Ontario Student Record (OSR). Students will be making decisions independently, including whether or not their parent(s)/guardian(s) should be advised of the school they are attending.

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Student Name (please print)

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Date of Birth**Student Lives Independently and is Self-Sufficient**

The student must provide evidence that they are living independently from their parent(s)/guardian(s) and providing for their own living expenses. Evidence may include: a copy of a rental agreement, a pay stub and/or proof of social assistance. Principals should recognize that many students may be assisted by an adult with their living expenses, which does not mean that the student is not living independently.

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Source of Income

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Income Verified by

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Student's Address

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City/Postal Code

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Phone

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Address Verified by

I confirm that I am over 16 and have removed myself from the care and control of my parent(s) and/or legal guardian(s). I take full responsibility for all matters related to education and academic services provided to me. I am self-sufficient and have an independent source of income.

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Student Signature

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Date

**Student Selects Guardian**

Where a student aged 16 or 17 who has withdrawn from parental control, and resides with and is being cared for and supported by a relative or another adult, they are regarded as living in a guardianship situation (*Education Act*, section 18).

I confirm that the following individual resides with me and is in my care. I agree to be responsible for all educational related decisions.

_____	_____
Name	Relationship to Student
_____	_____
Name	Relationship to Student
_____	_____
Address	City
_____	_____
Postal Code	Phone

I confirm that I am over 16 and I have removed myself from the care and control of my parents. I reside with the person(s) named above who will act as guardians for matters related to education and academic services.

_____	_____
Student Signature	Date
_____	_____
Guardian Signature	Date
_____	_____
Guardian Signature	Date

**Update Emergency Contact Information: (to be used for both situations)**

_____	_____
Name	Name
_____	_____
Address, City	Address, City
Postal	Postal
_____	_____
Phone	Phone

Personal information is collected under the authority of the Education Act R.S.O. in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the provision of educational services. Any questions about this form may be directed to the school principal or the Controller, Simcoe County District School Board, 1170 Highway 26, Midhurst, ON L9X 1N6 (705) 734-6363 ext. 11254.  
Retention: Ontario Student Record



## Student Registration Form

**For School Use**

Student	_____
SCDSB Student #	_____
OEN	_____
Grade	_____
Date Reg. Rec'd	_____
<input type="checkbox"/> OSR Requested from Previous School	
<input type="checkbox"/> OSR Received from Previous School	

Welcome to the Simcoe County District School Board (SCDSB).

To register your child at an SCDSB elementary or secondary school, please complete the online Student Registration Form and contact the school they will attend. This form is provided for information purposes only.

**When registering, please bring the following documents with you to the school:**

- Proof of birth date** – one of the following documents must be presented: birth certificate, certified statement of live birth, birth registration, Canadian citizenship card, Canadian permanent resident card, confirmation of permanent resident, certificate of Indian Status Card, passport, baptismal certificate, registration of adoption, record of landing, report pursuant to the immigration and refugee protection act, or student authorization/study permit.
- Proof of residency** – one of the following documents must be presented showing the student's primary home address: property tax assessment, lease/rental agreement, ownership title, proof of purchase for the primary residence, utility bill in the name of the parent(s)/guardian(s), letter of residency or statutory declaration.
- Proof of Canadian citizenship or residency status** – Canadian birth certificate, Canadian citizenship card, permanent resident card, confirmation of permanent resident, report pursuant to the immigration and refugee protection act, record of landing, study permit, work permit.
- Legal documentation defining custody and access** (if applicable)
- Court Order** (if applicable)
- Record of immunization** – to assist the Simcoe Muskoka District Health Unit in meeting its requirement under the Immunization of School Pupils Act (ISPA).

**Other documents that may be requested from the parent(s)/guardian(s) to support the student's needs may include:**

- Medical and health information including the completion of the SCDSB Student Medical Form
- Copy of the Individual Education Plan (IEP)
- Copy of the Identification, Placement and Review Committee (IPRC) statement of decision
- Copy of the most recent report card
- Copy of the Ontario Student Transcript – secondary only
- Copy of the secondary school status sheet – secondary only
- Ontario Secondary School Literacy Test (OSSLT) results – secondary only
- Record of community involvement hours – secondary only
- Student timetable or course selections from the previous school – secondary only

### Families New to Canada

Families new to Canada, please visit the SCDSB Newcomer Welcome Centre (NWC) at 320 Bayfield Street Barrie, Ontario L4M 3C1 (Bayfield Mall). The NWC will help create a smooth transition for students and families coming to an SCDSB school from outside of Canada.

Who Should Visit the NWC? – Students entering Canada for the first time; students who are permanent residents, refugees, have diplomatic status or are accompanying parents with a work or study permit; students who entered Canada and Ontario within the last four years or students have attended another school system in Canada.

Please visit the SCDSB website for information about our schools, programs and services.

[www.scdsb.on.ca](http://www.scdsb.on.ca)

For School Use	School _____	Date Rec'd _____	Enrol Date _____
SCDSB Student # _____	OEN _____	Grade _____	Homeroom _____
		Homeroom _____	Homeroom Teacher _____

NOTE: OFFICIAL DOCUMENTATION WILL BE REQUIRED TO VERIFY INFORMATION PROVIDED.

### STUDENT INFORMATION

<b>Basic Information</b>			
<b>Legal Name</b>			
Legal Last Name _____	Legal First Name _____	Legal Middle Name _____	
<b>Preferred Name</b> (if different from legal name, please indicate below)			<b>Date of Birth</b>
Preferred Last Name _____	Preferred First Name _____	Month _____	Day _____ Year _____
<b>Gender Identity</b>			
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to Disclose <input type="checkbox"/> Prefer to Specify: _____			
<b>Grade Entering</b>		<b>Home Phone Number</b>	
For School Use – Proof of Birth <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Statement of Live Birth <input type="checkbox"/> Birth Registration <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Canadian Permanent Resident Card <input type="checkbox"/> Confirmation of Permanent Resident <input type="checkbox"/> Indian Status Card <input type="checkbox"/> Passport <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Record of Landing <input type="checkbox"/> Student Study Permit <input type="checkbox"/> Immigration and Refugee Protection Act <input type="checkbox"/> Other _____			
<b>Voluntary Self-Identification of First Nation, Métis and Inuit Students</b>			
Simcoe County District School Board is committed to providing programs that result in improved success for First Nation, Métis and Inuit Students. All First Nation, Métis and Inuit Students have the right to voluntarily self-identify in accordance with SCDSB Policy 4195, Voluntarily, Confidential Self-Identification of First Nation, Métis and Inuit Students.			
If choosing to self-identify, please check the appropriate box. <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit			
<b>Address</b>			
<b>Property Address</b>			
House # / 911 # _____	Street Name _____	Apt. # / Suite # / Unit # _____	
City / Town / Municipality _____	Province _____	Postal Code _____	
<b>Mailing Address</b> <input type="checkbox"/> Same as Property Address above (if not the same as Property Address, please provide below)			
House # / 911 # _____	Street Name / R.R. # _____	P.O. Box _____	Apt. # / Suite # / Unit # _____
City / Town / Municipality _____	Province _____	Postal Code _____	
For School Use – Proof of Address <input type="checkbox"/> Property Tax Assessment <input type="checkbox"/> Lease/Rental Agreement <input type="checkbox"/> Ownership Title <input type="checkbox"/> Utility Bill <input type="checkbox"/> Letter of Residency <input type="checkbox"/> Purchase Agreement for Primary Residence <input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Other _____			

### PARENT / GUARDIAN INFORMATION

<b>Custody, Court Order, and Living With Information</b>	
<b>Custody</b> <input type="checkbox"/> Both Parents <input type="checkbox"/> Joint <input type="checkbox"/> Crown <input type="checkbox"/> Other (please specify) _____	
<b>Court Order</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Student Living With</b> (please specify) _____
Note: It is the responsibility of the parent to provide a copy of the most recent court order/custody agreement for the Ontario Student Record (OSR) and to inform the school about any special custody and/or access arrangements, including restraining orders, interim orders, amending orders, etc.	
<b>Parent / Guardian #1</b>	
<b>Relationship to Student</b>	<b>Lives with Student</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Last Name</b>	<b>Work Phone</b>
<b>First Name</b>	<b>Work Ext.</b>
<b>Home Phone</b>	<b>Cell Phone</b>
<b>Email Address</b>	<b>Language Spoken at Home</b>
<b>Address</b>	
(if different from student)	House # / 911 # _____ Street Name _____ Apt. # / Suite # / Unit # _____
	City / Town / Municipality _____ Province _____ Postal Code _____

**PARENT / GUARDIAN INFORMATION (continued)**

<b>Parent / Guardian #2</b>			
<b>Relationship to Student</b>	<b>Lives with Student</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Last Name</b>	<b>Work Phone</b>		
<b>First Name</b>	<b>Work Ext.</b>		
<b>Home Phone</b>	<b>Cell Phone</b>		
<b>Email Address</b>	<b>Language Spoken at Home</b>		
<b>Address</b> <small>(if different from student)</small>	House # / 911 #	Street Name	Apt. # / Suite # / Unit #
	City / Town / Municipality	Province	Postal Code

<b>Parent / Guardian #3</b>			
<b>Relationship to Student</b>	<b>Lives with Student</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Last Name</b>	<b>Work Phone</b>		
<b>First Name</b>	<b>Work Ext.</b>		
<b>Home Phone</b>	<b>Cell Phone</b>		
<b>Email Address</b>	<b>Language Spoken at Home</b>		
<b>Address</b> <small>(if different from student)</small>	House # / 911 #	Street Name	Apt. # / Suite # / Unit #
	City / Town / Municipality	Province	Postal Code

<b>Parent / Guardian #4</b>			
<b>Relationship to Student</b>	<b>Lives with Student</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Last Name</b>	<b>Work Phone</b>		
<b>First Name</b>	<b>Work Ext.</b>		
<b>Home Phone</b>	<b>Cell Phone</b>		
<b>Email Address</b>	<b>Language Spoken at Home</b>		
<b>Address</b> <small>(if different from student)</small>	House # / 911 #	Street Name	Apt. # / Suite # / Unit #
	City / Town / Municipality	Province	Postal Code

**EMERGENCY CONTACT INFORMATION (other than parent / guardian)**

<b>Emergency Contact #1</b>	
<b>Relationship to Student</b>	<b>Work Phone</b>
<b>Name</b> (Last Name, First Name)	<b>Work Ext.</b>
<b>Home Phone</b>	<b>Cell Phone</b>

<b>Emergency Contact #2</b>	
<b>Relationship to Student</b>	<b>Work Phone</b>
<b>Name</b> (Last Name, First Name)	<b>Work Ext.</b>
<b>Home Phone</b>	<b>Cell Phone</b>

**MEDICAL INFORMATION**

<b>Life Threatening Medical Conditions</b>	
Does the student have a "Life Threatening" medical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Please provide details.</small>	
Does the student require an EPIPEN? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the student require Insulin, Glucagon, other? Please specify.	
<b>Non-Life Threatening Medical Conditions</b>	
Are there any non-life threatening medical conditions the school should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Please provide details.</small>	
For School Use - Information Received <input type="checkbox"/> Student Medical Health Data Form <input type="checkbox"/> Immunization Record	

**CITIZENSHIP AND COUNTRY OF BIRTH INFORMATION**

Country of Birth		Province of Birth (if born in Canada)	
If not born in Canada, original date of first entry into Canada (yyyy/mm)		Country of Citizenship	
Residence Status in Canada <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Other Visa <input type="checkbox"/> Refugee Status			
First Language		Language Spoken at Home	
For School Use – Verification of Status in Canada <input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Permanent Residency Card			
<input type="checkbox"/> Record of Landing <input type="checkbox"/> Immigration and Refugee Protection Act <input type="checkbox"/> Study Permit – Expiry Date _____			
<input type="checkbox"/> Work Permit – Expiry Date _____ <input type="checkbox"/> Other _____			

**EDUCATIONAL BACKGROUND**

Previous School Attended			
Grade at Previous School	French Program at Previous School <input type="checkbox"/> Core <input type="checkbox"/> Extended <input type="checkbox"/> Immersion		
Name of Previous School		Phone Number	
Address of Previous School			
Street #		Street Name	
City / Town / Municipality		Province	Postal Code
Last Date of Attendance	Month	Day	Year
Student was previously registered at a SCDSB School <input type="checkbox"/> Yes <input type="checkbox"/> No			Year of attendance at the SCDSB School (yyyy)
Name of the most recent SCDSB school attended			
IF THE PREVIOUS SCHOOL ABOVE IS NOT AN SCDSB SCHOOL, THE SCHOOL IMMUNIZATION HISTORY FORM SHOULD BE COMPLETED			
Special Education Assistance			
Student previously received Special Education assistance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
Student has been identified through the IPRC process (Identification Placement and Review Committee) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student has an IEP (Individual Education Plan) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Additional Information			
Safety Plan for the student is on file in the Ontario Student Record (OSR) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student requires an Individual Student Transportation Plan (ISTP) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student previously received English Second Language (ESL) assistance <input type="checkbox"/> Yes <input type="checkbox"/> No			
Suspensions / Expulsions			
Is the student currently suspended from any school? <input type="checkbox"/> Yes <input type="checkbox"/> No School Name _____			
Has the student ever been expelled from another school? <input type="checkbox"/> Yes <input type="checkbox"/> No School Name _____			
Was the student re-enrolled in school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Athletic Eligibility – For Secondary Students Only			
Athletic eligibility at this school may be restricted under certain circumstances for the next 12 months if the student is transferring from another secondary school. If the student wishes to be involved in athletics at the new school, a ruling under Ontario Federation of School Athletics Associations (OFSAA) transfer policy must be obtained. Please contact the school athletic director for these forms.			

**SIBLINGS ATTENDING A SIMCOE COUNTY DISTRICT SCHOOL BOARD SCHOOL**

Sibling's Last Name	Sibling's First Name	Relationship	SCDSB School	Grade

**PARENT / GUARDIAN / ADULT STUDENT ACKNOWLEDGEMENTS**

Signature Required		
Personal information collected on this form will be used to establish the Ontario Student Record (OSR), support the provision of educational services and to administer health and first aid services and/or medical emergency response to students as required. Information is collected under the authority of the s. 170, s. 190, s. 264, and/or s. 265 of the Education Act and Sabrina's Law in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Please refer to the Student Information Practices statement available on the Simcoe County District School Board website for further information at <a href="http://www.scdsb.on.ca">www.scdsb.on.ca</a> . Questions regarding information collected on this form should be directed to the school principal.		
I certify that the information that I have provided on this form is accurate and current to the best of my knowledge. I understand that copies of Custody documentation, if applicable, will be included in the OSR.		
Parent/Guardian/ Adult Student	Name (please print)	Signature _____ Date _____

**APPLICATION FOR A NON-RESIDENT STUDENT TO ATTEND A SIMCOE COUNTY DISTRICT SCHOOL BOARD (SCDSB) SCHOOL**

Students who reside in the jurisdiction of another school board may be admitted to a SCDSB school in accordance with the Education Act section 35(1) and subject to the approval of the superintendent of education where there is available space. (See section 4).

The responsibility for getting to and from school will rest entirely with students and their parent(s) or guardian(s). The home school principal will forward the form to the appropriate superintendent for a decision. A review of available space will be undertaken at the end of the third week of September.

Approval of this request does not guarantee approval for siblings.

Student Name	Grade	Date of Birth
Home Address	City	Postal Code
Parent/Guardian Name	Parent/Guardian Phone	
Resident School (home school)	SCDSB School Requested	

**Reason for the request (Elementary):**

- More accessible School  
 Distance

Distance between the student's residence and the student's resident school (measured as the shortest distance by road).

Requested Start Date

Distance between student's residence and the nearest bus stop (measured as the shortest distance by road).

**Reason for the request (Secondary):**

- Specialized Program (secondary only)  
 More accessible School

Course name and grade

Why is it required?

Principal Signature (Resident School)  
to confirm knowledge of request

Principal Signature SCDSB Requested School  
to confirm knowledge of request

Parent/Guardian Signature

Date

**Request Approved**       **Request Denied**

Date

Superintendent of Education (please print)

Signature

<p><b>Request Approved</b> Approval letter to parent/guardian of student from Superintendent of Education of receiving school. Copy to: - Principal of receiving school</p>	<p><b>Request Not Approved</b> Non approval letter with rationale to parent/guardian from Superintendent of Education of receiving school. Copy to: - Principal of receiving school</p>
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Personal information collected on this form is collected under the authority of the *Education Act*, section 171. (1)7, **Schools and Attendance Areas** in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of accessing student eligibility to attend an out-of-attendance area school in accordance with Simcoe County District School Board Policy 2310 – School Attendance Areas. This form shall be retained for the current and next school year. Any questions regarding personal information collected on this form may be directed to the school principal or the Controller, Simcoe County District School Board, 1170 Highway 26, Midhurst, ON L9X 1N6 (705) 734-6363 ext. 11254.