



Student Information Attestation and Eligibility Form

To complete the admission process, the Principal must conduct an in-person Admission Meeting with the parent/guardian (and student, when possible). The Principal must inspect original documentation to confirm its authenticity. No copies, except custody documents and student baptismal certificates, shall be reproduced or stored by the school.

The completed and signed **Online Registration Request**, this attestation form, and any custody or baptismal documentation must be filed in the Ontario Student Record.

1. Student Information

Legal Name	First Name:	Middle Name:	Last Name:
Date of Birth	Month:	Day:	Year:

Required document: Check one and initial to confirm review.

Note: A Provincial Health Card is not acceptable for confirmation of legal name and date of birth.	
<input type="checkbox"/> Birth Certificate/Statement of Live Birth	<input type="checkbox"/> Baptismal Certificate
<input type="checkbox"/> Passport (any country)	<input type="checkbox"/> Certificate of Registration of Birth Abroad

2. Proof of Address

Required document: Check one and initial to confirm review.

Note: The document must be current and include the parent/guardian's name.		
Note: An Ontario Driver's License or Cell Phone bill is not acceptable for confirmation of residency.		
<input type="checkbox"/> Utility bill	<input type="checkbox"/> Property tax bill	<input type="checkbox"/> Agreement of purchase of sale (property)
<input type="checkbox"/> Lease/Rental agreement	<input type="checkbox"/> Landline phone, cable TV, or internet service bill	
<input type="checkbox"/> Financial Records (i.e. Bank, Credit Card or Mortgage Statement)		

If the address is located on a First Nation Reserve, proceed to section 5.

3. Pupil of the Board (Non-fee paying)

Citizenship/Immigration Information

Only one type is applicable for each student. Complete the fields for the selected type.

Type	Eligible Documents to Review	Complete to Verify Authenticity
Born in Canada	<input type="checkbox"/> Students Canadian Birth Certificate (any province)	City of Birth: Province of Birth:
Permanent Resident	<input type="checkbox"/> Parent/Guardian or Adult Student Approval Letter, PR Card, or other documentation from Immigration, Refugees and Citizenship Canada (IRCC)	Document Reviewed: Issue Date: <i>MM-DD-YYYY</i> Expiry Date: <i>MM-DD-YYYY</i>
Refugee Status	<input type="checkbox"/> Approval Letter or other documentation from Immigration, Refugees and Citizenship Canada (IRCC) or Canada Border Services Agency (CBSA)	Date Stamped: <i>MM-DD-YYYY</i> Type of Document Reviewed:
Study Permit (Parent/Guardian)	<input type="checkbox"/> Acceptance Letter for full time student status at a qualified Ontario post-secondary institution AND <input type="checkbox"/> Parent/Guardian Study Permit <i>*A Certificate program must consist of at least 600 hrs or more of classroom instruction*</i>	Acceptance Letter Institution: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree Study Permit Valid From: <i>MM-DD-YYYY</i> Valid To: <i>MM-DD-YYYY</i>
Work Permit Parent/Guardian	<input type="checkbox"/> Documentation from Immigration, Refugees and Citizenship Canada (IRCC) approving a Work Permit	Work Permit Valid From: <i>MM-DD-YYYY</i> Valid To: <i>MM-DD-YYYY</i>
Exchange Student Attending Host School	<input type="checkbox"/> Exchange agreement documentation including the agency and name/country of reciprocal student	Agency Name: Valid From: <i>MM-DD-YYYY</i> Valid To: <i>MM-DD-YYYY</i> Name of Reciprocal Student: Country of Reciprocal Student:
Other	<input type="checkbox"/> Diplomat/Minister's Permit <input type="checkbox"/> Temporary Resident Permit <input type="checkbox"/> Authorized Religious Worker	Valid From: <i>MM-DD-YYYY</i> Valid To: <i>MM-DD-YYYY</i>

4. Other Pupil (Tuition Fee Agreement Required)

Citizenship/Immigration Information

Only one type is applicable for each student. Complete the fields for the selected type. Tuition payment must be arranged prior to enrolment. Contact the office of the Superintendent.

Type	Eligible Documents to Review	Complete to Verify Authenticity
Student Study Permit for Visa Student	<input type="checkbox"/> Student Study Permit AND <input type="checkbox"/> Student Visa	Student Study Permit Valid From: MM-DD-YYYY Valid To: MM-DD-YYYY
Visitor Record	<input type="checkbox"/> Visitor Record AND <input type="checkbox"/> Visitor Visa	Visitor Record Valid From: MM-DD-YYYY Valid To: MM-DD-YYYY

5. Other Pupil (Tuition Fee Required)

Permanent Address on a First Nations Reserve – Reciprocal Education Approach

The parent/guardian must complete the **Reciprocal Education Approach Written Notice form** and arrange for the appropriate authority (The Band Council, Tribal Council, Education Authority, or the federal government) to finalize the documentation. Enrolment is dependent upon the receipt of this completed form so that tuition fees can be finalized.

Type	Eligible Documents to Review	Complete to Verify Authenticity
Born in Canada	Students Canadian Birth Certificate (any province)	City of Birth: Province of Birth:

6. Confirmation of Student Eligibility for ESL/ELD Funding

☐ Not Applicable

This is only required for students who have entered Canada for the first time within the last four (4) school years and who were born in a country other than Canada, United States, United Kingdom, Ireland, New Zealand and Australia. A date-stamped document must be provided to confirm date of first entry into Canada.

Country of Birth: _____ Citizen of: _____
Original Date of First Entry into Canada to Reside: (MM-DD-YYYY): _____
<ul style="list-style-type: none">Verified Date of Entry of pupil born in a qualifying country (select one):<ul style="list-style-type: none"><input type="checkbox"/> Confirmation of Permanent Residence<input type="checkbox"/> Flight Boarding Passes<input type="checkbox"/> Permanent Resident Card (original date of entry)<input type="checkbox"/> Visa Documentation<input type="checkbox"/> Consideration of Eligibility - Convention Refugees - Date stamped

7. Custody and Guardianship Information

Student Lives With: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian ☐ C.A.S ☐ Other _____

Custody Information

☐ No Special Custody Agreements

☐ Special Custody Exists (**Legal Custody Document must be obtained and stored in the OSR**)

Type of Special Custody: ☐ Mother Only ☐ Father Only ☐ Guardian ☐ Other ☐ C.A.S ☐ Joint ☐ Shared

Note: If no legal custody document has been provided then both legal parents are presumed to have equal rights under Ontario law. This includes decisions regarding school enrolment, communication, access to records and student access while at school. School records will not note special custody agreements without supporting legal documentation.

For parents who do not reside in Ontario and have no legal custody agreement, then all the following criteria must be met for a **guardianship agreement** for the child to attend school without the payment of a tuition fee. Confirm each statement.

☐ Yes ☐ No 1) The student is a Canadian citizen or a permanent resident of Canada.

☐ Yes ☐ No 2) The guardian is a member of the student's immediate family and resides in Ontario in the school board jurisdiction in which the student wants to attend school.

Immediate Family Relationship (please specify): _____

☐ Yes ☐ No 3) The guardian is assuming full responsibility for the care and well-being of the student, and the student is residing with the guardian throughout the custody period.

☐ Yes ☐ No 4) A written and notarized agreement is in place between the parents of the student and the guardian that sets out all the above, as well as the respective responsibilities of the parents and the guardian.

Note: A copy of the written and notarized guardianship agreement must be placed in the Ontario Student Record (OSR).

8. Attestation of Pupil Eligibility

Parent or Guardian (or Adult Student)

I certify that the information recorded on this form is true and correct to the best of my knowledge. I understand that making a false statement or misrepresentation is grounds for refusing this application to attend school.

Print Full Name:

Signature:

Date: MM-DD-YYYY

Principal

I certify that the information contained on this form is accurate and that I have examined the applicable documentation as indicated.

Print Full Name:

Signature:

Date: MM-DD-YYYY