

DURHAM CATHOLIC DISTRICT SCHOOL BOARD

“The Board”

**ADMINISTRATIVE PROCEDURE 410-1**

**Admission of Students**

**ADMINISTRATIVE AREA: OPERATIONS**

**POLICY REFERENCE: ADMISSION TO SCHOOLS**

**DATE APPROVED: 1993 03 01**

**REVISED: 2012 11 12**

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**1. PURPOSE**

Students may be admitted to schools in the Durham Catholic District School Board in accordance with the Education Act and Regulations, Immigration Act and Regulations (where applicable) and in compliance with the Board's Admissions Policy.

The following administrative procedures are established to assist staff in the registration and admission of students to the Durham Catholic District School Board.

**2. DEFINITIONS**

**Roman Catholic, as referenced in the Education Act**, includes a member of an Eastern Rite Catholic church that is in communion with the See of Rome.

**Right of Attendance, as referenced in the Education Act**, means that all elementary school – aged children of parent(s) / guardian(s) who are eligible and who direct their taxes in support of a Catholic School Board are eligible to attend a Catholic school.

**Open Access Student** - Refers to a student who under Provincial legislation has a right to attend a Public or Catholic district school board secondary school within the jurisdiction of Durham Region excluding the Municipality of Clarington irrespective of their religious affiliation.

**Permanent Resident** - Refers to a person who has acquired permanent resident status (in Canada) and has not subsequently lost that status.

**Work Permit** - Refers to a written authorization to work in Canada issued by an immigration officer to a foreign national .

**Student Authorization** - Refers to a written authorization to engage in studies in Canada issued by an immigration officer to a foreign national.

**Refugee** - Under the United Nations Convention relating to the Status of Refugees of 1951, a refugee is a person who “owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of particular social group or political opinion, is outside the country of his/her nationality, and is unable to or, owing to such fear, is unwilling to avail himself/herself of the protection of that country”.

### 3. **PROCEDURES**

#### 3.1 **Admission Requirements**

Student Registration Form 5100 must be completed for each new Student Admission. The completed Student Registration form must be reviewed by the Principal to ensure compliance with the following:

##### 3.1.1 **Age**

- i. Children who reach four years of age by December 31 of any calendar year will be eligible for admission to Junior Kindergarten or first year of Full Day Kindergarten, in September in that calendar year.
- ii. Children who reach five years of age by December 31 of any calendar year will be eligible for admission to Senior Kindergarten in September in that calendar year or second year of Full Day Kindergarten in September in that calendar year.

##### 3.1.2 **Proof of Age**

When a child is registered in a Catholic elementary school for the first time the parent(s)/guardian(s) must present adequate proof of the child’s age in the form of one of the following:

- i. Child’s Birth Certificate
- ii. Child’s Passport, or
- iii. Child’s Health Card

### 3.1.3 **School Support**

Elementary school aged children residing within the Board's jurisdiction whose parent(s)/guardian(s) direct support to the Catholic School system have the right to attend a school under the Board's jurisdiction. The following parameters shall be used as guidelines to assist staff in registrations:

- i. An Application for Direction of School Support must be completed and signed by the owner/tenant (or proof provided of existing Catholic school support) at the time the elementary school student is registered.
- ii. In the case of mixed faith households, a School Assessment Lease must be completed and signed in addition to the Application for Direction of School Support.
- iii. Secondary school students whose parent(s)/guardian(s) are qualified to be designated as Catholic school supporters shall complete and sign an Application for Direction of School Support (and Lease where required) at the time of registration.
- iv. Secondary school students whose parent(s)/guardian(s) are not qualified to be designated as Catholic school supporters shall be admitted as an Open Access student.

### 3.1.4 **Baptismal Certificate**

At the time a child is registered in a Catholic School the parent(s)/guardian(s) must provide a copy of the child's Roman Catholic Baptismal Certificate. If a Principal is unsure if the baptismal certificate is of the Roman Catholic faith the school should contact the Board's Admissions Department who will check the baptismal certificate against the Archdiocese of Toronto document entitled Eastern Churches in Communion with the See of Rome.

If the child has not been baptized in the Roman Catholic faith, then the parent(s)/guardian(s) shall be requested to provide a copy of the parent(s)/guardian(s) baptismal certificate, or Record of Marriage in the Catholic Church.

### 3.1.5 **Immunization Record**

The parent(s)/guardian(s) shall provide a copy of the child's immunization record and notification of any special needs or medical conditions pertaining to the child.

When a student has been identified with special needs and/or a medical condition, school administration will notify the Superintendent of Education – Student Services.

### 3.1.6 **Admissions:**

#### 3.1.6.1 **Elementary Schools**

- i. The Education Act of Ontario, Board Policies and Procedures, and Board geographic boundaries shall determine which pupils are entitled to attend elementary schools of the Board.
- ii. Elementary school-aged children whose parent(s)/guardian(s) direct taxation in support of a Catholic School Board shall be admitted to the designated home school.
- iii. Prior to admission, parents(s)/guardian(s) of elementary school – aged children must provide evidence to the school Principal that the student has the right to attend a Roman Catholic School.
- iv. Such evidence shall include:
  1. copy of Birth Certificate;
  2. copy of Baptismal Certificate of child or parent(s)/guardian(s); and
  3. completed and signed Application for Direction of School Support.
- v. Pupils who have been expelled from any Ontario school, and who have evidence of having completed a program for expelled pupils, shall be referred to the Superintendent of Education - Family of Schools who, in consultation with the Principal, will determine an appropriate placement recommendation.

#### 3.1.6.2 **Secondary Schools**

- i. The Education Act of Ontario, Board Policies and Procedures; and Board geographic boundaries shall determine which pupils are entitled to attend secondary schools of the Board.
- ii. Secondary school – aged pupils of all faiths may attend a Catholic secondary school provided that:
  - 1.) the pupil and the parent(s)/guardian(s) is a resident within the jurisdiction of the Durham Catholic District School Board and
  - 2.) the pupil and the parent(s)/guardian(s) is a Canadian Citizen or landed immigrant.
- iii. All secondary school – aged students and their parents(s)/guardian(s) must accept and support the distinctive

Catholic programs, character, culture and ritual practices, that are an integral part of the Catholic secondary school community.

- iv. Pupils who have been expelled from any Ontario school, and who have evidence of having completed a program for expelled pupils, shall be referred to the Superintendent of Education - Family of Schools who, in consultation with the Principal, will determine an appropriate placement recommendation.

#### **4. Special Admissions**

##### **4.1 Ward of the Children's Aid Society**

Foster parents/guardians who wish to register a child who is a Ward of the Children's Aid Society, should make the request to the Principal. Among other general requirements contained herein, the Principal will require a copy of:

- i. the child's Catholic baptismal certificate, or
- ii. the parent(s)/guardian(s'), Catholic baptismal certificate, or
- iii. the foster parent(s)/guardian(s') Catholic baptismal certificate

##### **4.2 Parent(s)/Legal Guardian(s)**

- i) Students 18 years or over are considered self-supporting adults.
- ii) Students 16 years or older may withdraw from parental control and shall be considered self-supporting adults.
- iii) Students *under 16 years of age* are not self-supporting adults. All students under the age of 16 must live with a parent or legal guardian. In such cases Principals shall have reference to the following:
  - 1.) Student shall be registered as residing with parent; or
  - 2.) If student is not residing with a parent, custody must either have been awarded by Family Court or a Guardianship Agreement form has been completed and notarized prior to registration. Students under the age of 16 require this responsible adult to act as a contact for the purpose of attendance, discipline, academic progress and emergency situations. The guardian will be responsible for physical care and control and daily discipline of the student.

4.3 **Parent(s)/Guardian(s) is Catholic and Residing in Temporary Residence**

- i. If the Catholic parent(s)/guardian(s) is unable to assign school support to the Durham Catholic District School Board due to the fact they are temporarily residing with a non-Catholic family, the Principal shall accept the Registration without any further approvals.
- ii. At such time as the parent(s)/guardian(s) are able to obtain their own permanent residence, the Principal shall have the parent(s)/guardian(s) complete and sign an Application for Direction of School Support (and Lease if required)

4.4 **Baptized Catholic Child Residing with Non-Catholic Parent(s)/Guardian(s)**

- i. Registration shall be reviewed by the Principal
- ii. The Principal shall have the parent(s)/guardian(s) complete an Application for Admission – Children of Non-Catholic Ratepayers (Form 5105)
- iii. The Principal shall forward the Application to the Admissions Department.
- iv. Upon approval by the Director or his designate, the Principal shall admit the child.

4.5 **Children Whose Parent(s)/Guardian(s) Enroll in the Rite of Christian Initiation of Adult (RCIA) Program**

- i. The parent(s)/guardian(s) wishing to have his/her child/children admitted to a school must first obtain a letter from the Parish Priest acknowledging registration in the RCIA Program. Proof of registration in RCIA is to be included with the Student Registration. If the Parish Priest will not issue the letter acknowledging registration in RCIA Program then the child/children shall not be admitted.
- ii. The Principal shall have the parent(s)/guardian(s) complete an Application for Admission – Children of Non-Catholic Ratepayers (Form 5105). The Principal shall forward the Application and the letter from the Parish Priest to the Admissions Department for approval by the Director or his/her designate.
- iii. The Admissions Department will forward to the parent(s)/guardian(s) and the Principal a copy of the approved application together with a letter to the parent(s)/guardian(s)

indicating that admission is conditional upon the completion of the RCIA Program within a one-year period.

- iv. Should the parent(s)/guardian(s) not complete the program then he/she shall be notified by the Admissions Department that the child/children shall not be readmitted to the school the following September. Extensions due to extenuating circumstances, may be considered.
- v. Upon receiving a copy of the approved Application form, the Principal shall admit the child/children.

#### 4.6 **Admission of Students Residing Outside Board Jurisdiction**

- i. Parent(s)/guardian(s) who reside outside the jurisdictional boundaries of the Durham Catholic District School Board and wish to have their child/children admitted to a school shall make the request to the Principal.
- ii. The Principal shall have the parent(s)/guardian(s) complete Application for Admission – Students Residing Outside Board Jurisdiction (Form 5106).
- iii. The Principal shall complete, sign and forward Form 5106 – Application for Admission – Students Residing Outside Board Jurisdiction – to the Admissions Department.
- iv. The Director or his designate will consider approval of Form 5106 based on the following criteria:
  - 1. The parent(s)/guardian(s) are a Catholic School supporter in the zone in which they live.
  - 2. The student meets the requirements of Section 35(1) (elementary student) or Section 39(1) (secondary student) of the Education Act which provides for the students right to attend a more accessible school in another school zone.
  - 3. The student is a baptized Catholic.
  - 4. There is space available in the requested school.
- v. The Application is subject to annual review. Transportation is the responsibility of the parent(s)/guardian(s)/caregiver unless a prior arrangement has been made with the home Board.
- vi. After consideration by the Director or his designate, copies of the completed Form 5106 will be returned to the parent(s)/guardian(s) and Principal.

4.7 **Admission of Students Under the Immigration and Refugee Protection Act**

Applications for admission to a school in the Durham Catholic District School Board will be processed according to the Education Act and the Immigration and Refugee Protection Act (Canada). Students who are born outside of Canada are required to provide documentation issued under the Immigration and Refugee Protection Act (Canada) confirming their status in Canada. The following process shall be followed:

- i. The parent(s)/guardian(s)/sponsor(s) are to contact the Principal with a request for admission.
- ii. Provided the Principal can accommodate the student in his/her school, the Principal shall refer the applicant to the Admissions Department.
- iii. The Admissions Department shall ensure that the applicant submits documents that satisfy the requirements of the applicable legislation.

4.8 **Permanent Resident (Landed Immigrant)**

Students who are Permanent Residents within the meaning of the Immigration and Refugee Protection Act (Canada) are eligible to attend school provided that all other admissions criteria are met. Students must present their Confirmation of Permanent Residence document and Permanent Resident Card upon applying for admission to the school. Students awaiting determination of an application for permanent residence in Canada must provide proof acceptable to the Board that they have applied for Permanent Residency in Canada.

4.9 **Work Permit, Diplomatic Status, Visiting Forces**

Application for admission by a student who is a dependent of a parent/guardian on a Work Permit (Employment Authorization), Diplomatic Status or with Visiting Forces requires, among other requirements herein, verification of relevant government documents

The Principal shall forward copies of the documents to the Admissions Department for review prior to the Principal accepting the student registration.

Upon verification from the Admissions Department the student shall be admitted without payment of tuition fee.



#### 4.10 **Refugees**

The child/children of those claiming refugee protection within the Meaning of the Immigration and Refugee Protection Act (Canada) are admitted to school once the Admissions Department has verified the relevant documentation along with other requirements herein.

If accepted, the student shall be admitted without payment of tuition fee.

#### 4.11 **International Students (Student Authorization)**

Tuition and other fees apply to international students who wish to study temporarily with Durham Catholic District School Board. Applicants should be referred to the Admissions Department who will process the application according to the following:

- i. The Admissions Department will contact the school Principal to confirm that the school has a program to accommodate the student's needs.
- ii. Proof of Guardianship in Ontario is required for students under the age of 18.
- iii. The applicant must provide proof of Health Insurance to allow access to the health care system in Ontario.
- iv. Visitors to Canada – Visa students admitted under Section 49(6) of the Education Act must remit to the Durham Catholic District School Board a certified cheque, bank draft or money order (in Canadian dollars) for gross fees in accordance with the Grant Regulations of the Ministry of Education and Training and/or according to the rate established by the Durham Catholic District School Board.
- v. Upon approval, the Director or his designate, will issue a Letter of Acceptance.
- vi. The applicant will be instructed to take the Letter of Acceptance to a Canadian Embassy outside of Canada in order to obtain a Student Authorization.
- vii. Upon presentation of the Student Authorization to the Principal the student shall be allowed admittance.
- viii. The Principal shall forward a copy of the Student Authorization to the Admissions Department.

#### 4.12 **Admission of First Nations Students**

- i. Parent(s)/guardian(s) qualified as “First Nations” may make a request to the Principal to have his/her child/children admitted to a school of the Durham Catholic District School Board.
- ii. Parent(s)/guardian(s) shall provide the Principal, among other requirements herein, proof of status as First Nation according to Department of Indian and Northern Affairs, Government of Canada regulations.
- iii. Parent(s)/guardian(s) shall provide a copy of the child’s Baptismal Certificate in the Catholic faith or a copy of the parent(s)/guardian(s) Baptismal Certificate in the Catholic faith or Record of Marriage in the Catholic Church.
- i. The Principal shall forward a copy of proof of status as First Nations to the Admissions Department.
- ii. First Nations’ students who are admitted and recorded as non-resident students, will have their fees paid by the First Nations Band.

#### 4.13 **Admission of Students from Out of Province**

- i. Applicant’s wishing to have a child from out of province admitted to a school shall make the request to the Principal.
- ii. The Principal shall contact the Admissions Department to determine the fee to be charged and whether all other criteria has been met
- iii. The Admission’s Department shall require, among other requirements herein, that:
  - The child is baptized Catholic.
  - The Principal receives proof of guardianship, and
  - The applicant has remitted a certified cheque, bank draft or money order to the Durham Catholic District School Board for gross fees in accordance with the Grant Regulations of the Ministry of Education and Training in Ontario and or according to the rate established by the Durham Catholic District School Board.

#### 4.14 **Exchange Student**

A student who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education's requirements, may be admitted subject to the following:

- i That a reciprocal agreement has been signed between the Board and the educational exchange organization whereby a pupil of the Durham Catholic District School Board will also be scheduled to attend a school outside of Canada without the payment of a fee. The reciprocity does not have to occur within the same school year. However, reciprocity must be fulfilled within two years of the date of the first student exchange.
- ii Prior to admission of any student under the educational exchange program the student shall, among other requirements herein, provide written proof of adequate medical insurance coverage, and confirmation of inoculations as required by the Ministry of Health.

#### 4.15 **Miscellaneous**

In extenuating circumstances, on a case by case basis, a written request may be made to the Director of Education with respect to the admission of students who do not meet all the criteria herein. The decision shall be at the Director's discretion and final.

### 5.0 **SOURCES**

Education Act of Ontario and Regulations  
Immigration and Refugee Protection Act  
Archdiocese of Toronto, Eastern Churches in Communion with Rome

### 6.0 **REFERENCES**

Policy PO 410 Admission of Students

### 7.0 **RELATED FORMS**

<i>Student Registration</i>	5100
<i>Application for Admission Children of Non-Catholic Ratepayers</i>	5105
<i>Application for Admission Students Residing Outside Board Jurisdiction</i>	5106
<i>Direction of School Support Form</i>	
<i>Separate School Assessment Lease Form</i>	
<i>Application for Exception to School Attendance Areas</i>	3101

# STUDENT REGISTRATION FORM



**Our Mission:** The Durham Catholic District School Board, as followers of Jesus, is a Catholic Learning Community committed to educating students to contribute their God-given talents in service to others.

SCHOOL NO.	SCHOOL NAME	GENDER
		MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
LEGAL SURNAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME
USUAL LAST NAME (if different from above)	PREFERRED FIRST NAME (if different from above)	PREFERRED MIDDLE NAME (if different from above)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, s.29(2), personal information is collected under the authority of the Education Act, R.S.O. 1980, c 129,s.10, and will be used for the general administration of our schools. Student Name, Address, School, Grade and Date of Birth may be shared with the Medical Officer of Health. Child's Name, Address, Date of Birth and Sacrament Information will be shared with the Parish Priest to facilitate Sacramental Preparation. Questions about this collection should be directed to Superintendent of Education/Business Services, Durham Catholic District School Board, 650 Rossland Rd. W., Oshawa ON L1J 7C4 (905) 576-6150.*

**STUDENT NAME** \_\_\_\_\_

**SCHOOL NO.** \_\_\_\_\_

DATE OF BIRTH	YEAR	MONTH	DAY	D.O.B. VERIFICATION		HOME PHONE (include area code)		UNLISTED YES <input type="checkbox"/>	OEN		
ADMIT REASON							ADMISSION DATE			GRADE	
STATUS DURHAM <input type="checkbox"/> OUT OF AREA <input type="checkbox"/>		HOME ROOM		FRENCH IMMERSION YES <input type="checkbox"/>		TRANSPORTATION YES <input type="checkbox"/>		SPECIAL ED. YES <input type="checkbox"/>		STAY FOR LUNCH YES <input type="checkbox"/> NO <input type="checkbox"/> OCCAS. <input type="checkbox"/>	
HOUSE NO. (if rural, enter 911 code)		STREET NAME (if rural, enter Lot and Concession # only)			UNIT NO.	CITY/TOWN			POSTAL CODE		
MAILING ADDRESS (if different from above - include City/Town)											
PREVIOUS SCHOOL (name and address - include Prov. or Country)							LANGUAGE OF LAST SCHOOL ATTENDED				
COUNTRY OF BIRTH				PROV. OF BIRTH		CITIZEN OF CANADA YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, PLEASE SPECIFY					
ALL PARENTS / GUARDIANS OF ABORIGINAL STUDENTS, AND STUDENTS WHO ARE 18 YEARS OR OLDER, HAVE THE RIGHT TO VOLUNTARILY AND CONFIDENTIALLY SELF-IDENTIFY THEIR ABORIGINAL ANCESTRY. IF THE STUDENT IS CONSIDERED TO BE OF ABORIGINAL ANCESTRY, PLEASE CHECK THE APPROPRIATE BOX:							CITIZENSHIP				
FIRST NATION (Status or Non Status) <input type="checkbox"/> MÉTIS <input type="checkbox"/> INUIT <input type="checkbox"/>							CANADIAN <input type="checkbox"/>		LANDED IMMIGRANT <input type="checkbox"/>		STUDENT VISA <input type="checkbox"/>
OTHER VISA <input type="checkbox"/>							REFUGEE <input type="checkbox"/>		NONE OF ABOVE <input type="checkbox"/>		
IF NOT BORN IN CANADA, SPECIFY ARRIVAL DATE		YEAR	MONTH	DAY	TAX SUPPORT PUBLIC <input type="checkbox"/> SEPARATE <input type="checkbox"/>		FIRST LANGUAGE SPOKEN ENGLISH <input type="checkbox"/> IF OTHER, PLEASE SPECIFY				
CUSTODY <input type="checkbox"/> P - PARENTS <input type="checkbox"/> J - JOINT <input type="checkbox"/> E - EXCLUSIVE <input type="checkbox"/> C - CROWN <input type="checkbox"/> SPECIAL X - ARRANGEMENT <input type="checkbox"/>							LANGUAGE SPOKEN AT HOME ENGLISH <input type="checkbox"/> IF OTHER, PLEASE SPECIFY				
STUDENT LIVING WITH									COURT ORDER YES <input type="checkbox"/>		
SACRAMENTS RECEIVED: BAPTISM <input type="checkbox"/> NAME AND CITY OF PARISH OF BAPTISM _____							CHECK IF APPLICABLE: EUCHARIST <input type="checkbox"/> RECONCILIATION <input type="checkbox"/> CONFIRMATION <input type="checkbox"/>				
PARENT 1 SURNAME (Primary Contact)					GIVEN						
BUSINESS PHONE (include area code)			EXTENSION		RELATIONSHIP			LIVES WITH STUDENT YES <input type="checkbox"/>		EMERGENCY CONTACT YES <input type="checkbox"/>	
AVAILABLE AT WORK YES <input type="checkbox"/>		COPY OF CORRESPONDENCE YES <input type="checkbox"/>			LANGUAGE SPOKEN ENGLISH <input type="checkbox"/> IF OTHER, PLEASE SPECIFY				WILLING TO VOLUNTEER YES <input type="checkbox"/>		
PARENT 1 ADDRESS SAME AS STUDENT <input type="checkbox"/>							PARENT 1 RELIGION				
HOME PHONE (include area code)			UNLISTED YES <input type="checkbox"/>		CELL PHONE (include area code)			E-MAIL ADDRESS			
PARENT 2 SURNAME					GIVEN						
BUSINESS PHONE (include area code)			EXTENSION		RELATIONSHIP			LIVES WITH STUDENT YES <input type="checkbox"/>		EMERGENCY CONTACT YES <input type="checkbox"/>	
AVAILABLE AT WORK YES <input type="checkbox"/>		COPY OF CORRESPONDENCE YES <input type="checkbox"/>			LANGUAGE SPOKEN ENGLISH <input type="checkbox"/> IF OTHER, PLEASE SPECIFY				WILLING TO VOLUNTEER YES <input type="checkbox"/>		
PARENT 2 ADDRESS SAME AS STUDENT <input type="checkbox"/>							PARENT 2 RELIGION				
HOME PHONE (include area code)			UNLISTED YES <input type="checkbox"/>		CELL PHONE (include area code)			E-MAIL ADDRESS			
GUARDIAN SURNAME (if not living with either parent)					GIVEN						
BUSINESS PHONE (include area code)			EXTENSION		RELATIONSHIP			LIVES WITH STUDENT YES <input type="checkbox"/>		EMERGENCY CONTACT YES <input type="checkbox"/>	
AVAILABLE AT WORK YES <input type="checkbox"/>		COPY OF CORRESPONDENCE YES <input type="checkbox"/>			LANGUAGE SPOKEN ENGLISH <input type="checkbox"/> IF OTHER, PLEASE SPECIFY				WILLING TO VOLUNTEER YES <input type="checkbox"/>		
GUARDIAN ADDRESS SAME AS STUDENT <input type="checkbox"/>							GUARDIAN RELIGION				
HOME PHONE (include area code)			UNLISTED YES <input type="checkbox"/>		CELL PHONE (include area code)			E-MAIL ADDRESS			
<b>SIBLINGS ATTENDING A DURHAM ELEMENTARY OR SECONDARY SCHOOL</b>	<b>SURNAME</b>		<b>GIVEN NAME</b>		<b>RELATIONSHIP</b>		<b>GRADE</b>		<b>SCHOOL ATTENDING</b>		

**SHADED AREA FOR OFFICE USE ONLY**

EMERGENCY CONTACT SURNAME (do not include names shown on previous page)			GIVEN NAME		
RELATIONSHIP		PICKUP STUDENT YES <input type="checkbox"/> NO <input type="checkbox"/>	HOME PHONE (include area code)		UNLISTED YES <input type="checkbox"/>
BUSINESS PHONE (include area code)	EXTENSION	CELL PHONE (include area code)			
EMERGENCY CONTACT SURNAME (do not include names shown on previous page)			GIVEN NAME		
RELATIONSHIP		PICKUP STUDENT YES <input type="checkbox"/> NO <input type="checkbox"/>	HOME PHONE (include area code)		UNLISTED YES <input type="checkbox"/>
BUSINESS PHONE (include area code)	EXTENSION	CELL PHONE (include area code)			
DOCTOR'S NAME		PHONE (include area code)		HEALTH CARD NO. (optional)	
HEALTH CONDITIONS AND/OR ALLERGIES (please specify)					
					LIFE THREATENING YES <input type="checkbox"/>
ALTERNATIVE ADDRESS (include: House no., Street Name, Unit, City/Town, Contact Name, Phone #)					
					ADDRESS IS <input type="checkbox"/> DROP-OFF <input type="checkbox"/> PICK-UP <input type="checkbox"/> OTHER
ALTERNATIVE ADDRESS (include: House no., Street Name, Unit, City/Town, Contact Name, Phone #)					
					ADDRESS IS <input type="checkbox"/> DROP-OFF <input type="checkbox"/> PICK-UP <input type="checkbox"/> OTHER
ALTERNATIVE ADDRESS (include: House no., Street Name, Unit, City/Town, Contact Name, Phone #)					
					ADDRESS IS <input type="checkbox"/> DROP-OFF <input type="checkbox"/> PICK-UP <input type="checkbox"/> OTHER
IS THIS STUDENT THE YOUNGEST FROM YOUR FAMILY IN THIS SCHOOL? YES <input type="checkbox"/> NO <input type="checkbox"/>		LOCKER # - if applicable		LOCKER COMBINATION - if applicable	
ADDITIONAL COMMENTS					
ADMISSION GRANTED YES <input type="checkbox"/> NO <input type="checkbox"/>			ADMINISTRATOR SIGNATURE		

**Applicable to Secondary Students Only**

COMMUNITY INVOLVEMENT (hours)	ONTARIO LITERACY TEST YES <input type="checkbox"/>	TRANSCRIPT <input type="checkbox"/>	TRANSFER FORM <input type="checkbox"/>	CURRENT REPORT CARD <input type="checkbox"/>	PROOF OF RESIDENCE <input type="checkbox"/>	COUNSELLOR INITIALS
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**REQUEST FOR PARKING PERMIT - If applicable**

I understand by applying for this permit that parking at the school is a privilege and not a right and may be withdrawn for failing to follow the rules of the school or Highway Traffic Act.

I understand that the use of a vehicle is for the purpose of transportation to and from the school and I must not be in the car except on arriving or leaving.

I must park the car in the appropriate area immediately on arrival at school and enter the building.

CAR	MAKE	MODEL	YEAR	LICENCE #	DRIVER'S LICENCE #
					PERMIT #

SIGNATURE OF DRIVER **X** \_\_\_\_\_

**PLEASE COMPLETE AND SIGN WAIVERS ON REVERSE**

**STUDENT REGISTRATION WAIVER  
PLEASE SIGN BELOW**

**EMERGENCY SCHOOL CLOSURE**

During severe inclement weather, the Board may attempt to keep schools open but this does not mean that students must be sent to school. It is the parent's responsibility to decide if conditions are safe for their children to walk to and from school. Listen for radio announcements early in the morning during inclement weather. When buses are cancelled in the morning they will not run in the afternoon.

In case of inclement weather I grant permission for my child to be sent home. YES  NO

If NO, I want my child kept at school until regular dismissal time. YES  NO

In case of emergency due to lack of heat, water, gas leak, etc., I grant permission for my child to be sent home. YES  NO

If NO, alternate arrangements for my child are: \_\_\_\_\_

**INTERNET ACCESS**

I give permission for my child to access the Internet while at school. YES  NO

**EMERGENCY PROCEDURE**

If, in the case of illness or accident to my child, I or the emergency contact cannot be reached by telephone, I hereby grant authority to the Principal or designate to call an ambulance. YES  NO

**INFORMATION RELEASE**

I hereby give the Durham Catholic District School Board permission to include:

1. My child's work
  - a) in Durham Catholic Board displays or media promoting school programs or student achievement. YES  NO
  - b) in media released by the Durham Catholic Board for curriculum or professional development. YES  NO
  - c) on a Durham Catholic Board Website promoting school programs or student achievement. YES  NO
2. My child's visual likeness (i.e. photograph, videos, etc):
  - a) in Durham Catholic Board displays or media promoting school programs or student achievement. YES  NO
  - b) in media released by the Durham Catholic Board for curriculum or professional development. YES  NO
  - c) on a Durham Catholic Board Website promoting school programs or student achievement. YES  NO

**EXCURSIONS**

I give permission for my child to be involved in neighborhood excursions under teacher supervision. YES  NO

**PHONING COMMITTEE OR CATHOLIC SCHOOL COUNCIL**

I give permission for my name and phone number to be shared with the Phoning Committee or Catholic School Council to facilitate early school dismissal, student excursions and other school related activities. YES  NO

**POTASSIUM IODIDE PILL**

The following only applies to parents with students attending schools within a 10km radius of either Pickering Nuclear Generating Station or Darlington Nuclear Generating Station. All schools within the radius have a copy of the Durham Catholic District School Board's Nuclear Emergency Procedures.

In the event of a serious accident at the (Darlington or Pickering) Nuclear Generating Station, radioactive material may escape from the Station. One type of radioactive material that may be released are radioiodines. If radioiodines are inhaled, they are absorbed by the thyroid gland (a small organ located at the front of the neck, at the base of the throat). The ingestion of potassium iodide (KI) pill will minimize the amount of radioiodine taken up by the thyroid.

It is expected that there will be plenty of time to close the school and evacuate your child before any radiation exposure occurs. However, a decision has been made to pre-distribute potassium iodide (KI) pills to all schools within a 10km radius of the nuclear generating stations. All Principals have been instructed that the issue of these pills is subject to Provincial Authorization.

There may be some reaction to potassium iodide pills for individuals allergic to iodine. For this reason, it is important for parents to notify the school if they suspect or know their child may have allergic reaction.

For questions regarding thyroid blocking and potassium iodide, please contact the Regional Municipality of Durham Health Department at 905-723-3818 ext. 2188 or 1-888-777-9613 ext. 2188.

I grant permission for my son/daughter to be administered a potassium iodide (KI) pill. YES  NO

My son/daughter is allergic to iodine. YES  NO

**Are you currently suspended or expelled from any school in Ontario?** YES  NO

If YES, indicate suspension or expulsion \_\_\_\_\_

**I understand that it is my responsibility to immediately advise the school of any changes in any information stated on this form.**

\_\_\_\_\_  
DATE

**X**  
\_\_\_\_\_  
SIGNATURE OF PARENT/LEGAL GUARDIAN/STUDENT (18 YRS AND OLDER)



# Application for Admission Children of Non-Catholic Ratepayers

Student Name(s):	Grade(s):
Baptized Religion:	Baptismal Certificate Checked? " Yes " No
Name of Parents/Guardians:	
Address:	Residence Phone: ( )
	Business Phone: ( )
<b><u>Special Needs/Medical Information:</u></b>	
<p><b>This application applies to:</b></p> <ol style="list-style-type: none"> <li>1. Catholic child(ren) of Non-Catholic ratepayers " Yes</li> <li>2. Non-Catholic child(ren) of Non-Catholic ratepayers " Yes</li> <li>3. Non-Catholic child(ren) of parent/guardian enrolled in RCIA " Yes</li> </ol> <p><u>Reason for Request:</u> (to be completed and signed by the Parent/Guardian)</p>          <p>Date: _____ Signature of Parent _____</p>	
<b><u>Requested School Principal:</u></b>	
I have reviewed this application and I recommend the following:	
_____	
_____	
Date: _____ Signature of Principal: _____	
To the Principal:	Admission Approved: " Not Approved: "
Date:	Superintendent of Business Services or Designate:

- DISTRIBUTION:**
1. School to complete form and forward to the Board office.
  2. Board retains one copy, returns one copy to Parents, sends one copy to School., and where applicable forwards information to Superintendent of Education - Student Services.





DURHAM CATHOLIC DISTRICT SCHOOL BOARD

*Application for Admission*  
*Students Residing Outside Board Jurisdiction*

Student Name(s):		Grade(s):	
Baptized Religion:		Baptismal Certificate Checked? • Yes • No	
Name of Parents/Guardians:			
Address:		Residence Phone: (    )	
		Business Phone: (    )	
Home School		District School Board Name	
Requested School:			
<b>Special Needs/Medical Information:</b>			
.....			
.....			
.....			
<b>Reason for Request:(to be completed and signed by parent/guardian)</b>			
.....			
.....			
.....			
First Time Request: • • Renewal: • •			
Parents/Guardians are Separate School Supporters at place of residence • Yes			
Date: .....		Signature of Parent: .....	
<b>Requested School Principal:</b>			
I have reviewed this application and based on accommodation and staff availability I recommend the following:			
.....			
.....			
Date: .....		Signature of Principal: .....	
<b>This Application is subject to annual review.</b>			
Admission Approved Without Transportation: • • Not Approved: • •			
Date:		Superintendent of Business or Designate:	

**DISTRIBUTION:**

1. School to complete form and forward to the Admissions Department at the Board Office.
2. Board retains one copy, returns one copy to Parents, sends one copy to School., and where applicable forwards information to Superintendent of Education - Student Services.



**THIS IS A SEPARATE SCHOOL ASSESSMENT LEASE**

This lease made this .....Day of.....20.....A.D.

I, (Non-Catholic Lessor).....  
Surname Christian Name

Hereby agree to and with

.....  
(Catholic Lessee) Surname Christian Name

Lease the premises situated at.....  
No. & Street Apt. # R.R.#

in the Municipality of..... in the Region of Durham

Owner Tenant

.....  
to the herein named..... Roman Catholic Lessee

for a term of One Year (1), to be computed from January 1, 20\_\_\_\_\_

and automatically renewable annually at annual rental of Two Dollars (\$2.00).

PROVIDED HOWEVER, that this lease may be terminated upon thirty days' notice in writing given by either party.

THE PARTIES HERETO agree that the intent in granting this lease is to allow the subject property to be assessed on the basis of being a Separate School Supporter.

**N.B. THIS LEASE DOES NOT AFFECT THE OWNERSHIP OF THE PROPERTY IN ANY WAY WHATSOEVER, NOR WILL IT BE REGISTERED.**

SIGNED, SEALED AND DELIVERED

in the presence of.....(Seal)  
(Lessor)

.....(Seal)  
(Lessee)

DURHAM CATHOLIC DISTRICT SCHOOL BOARD shall be deemed Agent for the School Support.

**DURHAM CATHOLIC DISTRICT SCHOOL BOARD**



DURHAM CATHOLIC DISTRICT SCHOOL BOARD

Application for Exception to School Attendance Areas (one application per student)

Form with fields: PARENT / GUARDIAN, GRADE, STUDENT NAME, PHONE NO., HOME ADDRESS, POSTAL CODE, CITY / TOWN, HOME SCHOOL, REQUESTED SCHOOL, EFFECTIVE DATE, and checkboxes for FIRST REQUEST and RENEWAL.

I, parent/guardian of the student indicated above, hereby make application for an exception to the school attendance areas.

In making this application, I understand that;

- transportation is subject to the Board Student Transportation Policy and Administrative Procedure, and except for the circumstances permitted by policy, will not be provided.
• approval, where granted, is subject to annual review and the availability of accommodations and staff in the requested school each year.

REASONS FOR REQUEST: (Note: Reasons involving personal and/or sensitive matters should be discussed in confidence with the Principal and stated here as "Personal Reasons" only.)

Four horizontal lines for writing reasons for request.

Address & Phone No. of Student Child Care, if applicable: (applies to Elementary students and Special Needs students)

Two horizontal lines for writing address and phone number.

Form with fields: SIGNATURE OF PARENT / GUARDIAN and DATE.

Principals shall complete the approval process as per Exceptions to School Attendance Areas Policy (PO147) and Exceptions to School Attendance Areas Administrative Procedure (AP216). The Board's Student Transportation Policy and Administrative Procedure are available on the Board's web site (www.dcdsb.ca) for your information and review.

## *Application for Exception to School Attendance Areas*

### **Home School Principal**

*I have reviewed this application and:*

1. **Approve the request and will forward this form to the receiving school principal.**
2. **Deny the request and am returning this form to the parents/guardians.**

**This student is currently receiving transportation:** Yes  No

**Principal of Home School:**

**Date:**

### **Receiving School Principal**

*I have reviewed this application and:*

1. **Approve the request and will forward this form to the parents/guardians indicating that approval has been granted.**
2. **Deny the request and am returning this form to the parents/guardians.**

### **To be completed by the Receiving School Principal**

**Transportation Provided**

**Transportation Not Provided**

**Please note that transportation, where applicable, is subject to the Board's Student Transportation Policy and Administrative Procedure.**

**Principal of Receiving School:**

**Date:**

**Parents may appeal, in writing, denials of their request at any point in the process to both the Superintendent of the home and receiving school.**

**All approvals are subject to annual renewal. Parents/Guardians are responsible for initiating the renewal process at the home school.**

Distribution: (1) Parents/Guardians (2) Principal of Home School (3) Principal of Receiving School (4) DSTS