

For Ministry Audit purposes, this form **MUST** be filled out for all NEW registrations to the school and retained in the student's OSR. **ORIGINAL** documentation or officially certified true copies should be reviewed. If you must photocopy student and/or parent/ guardian documentation during registration, deposit it in your lock box for secure destruction immediately after use. **Must NOT keep photocopies of documentation in the student's OSR.**

FULL LEGAL NAME of STUDENT TO BE REGISTERED

LAST: _____ FIRST: _____ MIDDLE: _____

Preferred Name (if different from above) _____

Date of Birth: _____/MM_____/DD_____/YYYY

Country of Birth: _____ Citizen of (Country): _____

Proof of Date of Birth:

- ☐ Birth Certificate ☐ Passport
☐ Baptismal Certificate
☐ Other: please specify* _____

Note: *For other types of acceptable documents, please refer to **HWDSB Admissions Manual** on myHWDSB under Welcome Centre

Proof of Address:

- ☐ Current Utility Bill
☐ Current Home Phone/Cable/Internet Bill
☐ Current Purchase/Lease Agreement
☐ Current Property Tax Bill
☐ Other: Please specify* _____

Note: *Driver's license is **NOT** acceptable for audit purposes

Date of First Entry into Canada (for student born outside Canada): _____/MM_____/DD_____/YYYY

Note: Parent must present proof of child's entry into Canada. Date of entry is the date that the student enters Canada to live, NOT a short-term visit/vacation in Canada taken before.

Proof of child's first entry into Canada: (Check one document, must match the date of entry)

- ☐ Date of Entry Stamp in Passport by Canada Border Services ☐ Confirmation of Permanent Residence ☐ Study Permit
☐ Permanent Resident Card ☐ Refugee Status Paper ☐ Visitor Record ☐ Other: Please specify _____

Proof of Custody (for student under 18 and not living with parent):

Copy of proof of custody is to be filed in the OSR.
☐ Court Order ☐ CAS Letter ☐ Adoption Papers ☐ Notarized Custodianship Agreement (Visa Student)

If none of the above applies, then all the following criteria must be met (check Yes or No) in order for the child to attend school without the payment of a tuition fee:

- ☐ Yes ☐ No 1) The student is a Canadian Citizen or Permanent Resident in Canada
☐ Yes ☐ No 2) The guardian is a member of the student's immediate family and is a Canadian Citizen or Permanent Resident in Canada, and resides in HWDSB jurisdiction. 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) Notarized Guardianship Agreement. (Agreement template is available on myHWDSB under Welcome Centre).

Students in the categories below register directly at school after providing all required documents.

Canadian Citizen (check one)

- ☐ Passport ☐ Birth Certificate
☐ Citizenship Card/Certificate

Application for Canadian Citizenship (both are required)

- ☐ Copy of Canadian Citizenship Application
☐ Copy of receipt for the application
 Date submitted: _____/MM_____/DD_____/YYYY

Permanent Resident (PR) (check one from each row)

☐ Student or ☐ Parent/Guardian (**only check Parent/Guardian if student is not a Permanent Resident of Canada**)

☐ Permanent Resident (PR) Card or ☐ Confirmation of Permanent Residence (PR) Paper

Date became a permanent resident: _____/MM_____/DD_____/YYYY (on the back of the PR card or on PR paper)

Refugee Status (check one)

- ☐ Consideration of Eligibility (Convention Refugee) Date of Entry (stamped date on document) _____/MM_____/DD_____/YYYY
☐ Refugee Claimant Protection Document Valid from: _____/MM_____/DD_____/YYYY to _____/MM_____/DD_____/YYYY

Parent on Work Permit * Student **MUST** be under the age of 18 when **INITIALLY** admitted to HWDSB (check/fill out information for both Parent and Student)

1. Parent ☐ Work Permit Valid from: _____/MM_____/DD_____/YYYY to _____/MM_____/DD_____/YYYY

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

2. Student ☐ Study Permit or ☐ Visitor Record Valid from: _____/MM_____/DD_____/YYYY to _____/MM_____/DD_____/YYYY

Please direct students/parents below to the Admissions Office (Welcome Centre) prior to school registration.

Parent on Study Permit * Student MUST be under the age of 18 when INITIALLY admitted to HWDSB

☐ Parent's Acceptance Letter confirming the parent will be a full time student at a qualified post-secondary institution in Ontario (retain copy in the OSR) and Tuition Receipt

☐ Parent Study Permit Valid from: ____/MM____/DD____/YYYY to ____/MM____/DD____/YYYY

☐ Student Study Permit or ☐ Student's Visitor Record

Valid from: ____/MM____/DD____/YYYY to ____/MM____/DD____/YYYY

Application for Permanent Residence (PR) Status

☐ Stage 1 Approval Letter Stage 1 Approval Letter Date: ____/MM____/DD____/YYYY

☐ Equivalent Documentation from Immigration, Refugees and Citizenship Canada (IRCC) confirming approval in principle

Type of Document Reviewed: _____ Date: ____/MM____/DD____/YYYY

☐ Biological parent is married to or in a common law relationship with a Canadian citizen/Permanent Resident in Canada. All relevant documents are reviewed. Permanent Residence application submitted on ____/MM____/DD____/YYYY

☐ Other, please specify: _____

Diplomat Status/Minister's Permit

☐ Valid from: ____/MM____/DD____/YYYY to ____/MM____/DD____/YYYY

Exchange Student

☐ Exchange Agreement Exchange Agency: _____

☐ Study Permit or ☐ Visitor Record Valid from: ____/MM____/DD____/YYYY to ____/MM____/DD____/YYYY

Other Status

Please specify documents reviewed and date: _____

VISA Student (Fee-paying)

☐ Paid full fees and is eligible to attend HWDSB

☐ Study Permit or ☐ Visitor Record

Valid from: ____/MM____/DD____/YYYY to ____/MM____/DD____/YYYY

VISA Student Medical Insurance

☐ Attached ☐ To follow

Insurance Carrier: _____ Expiry Date: _____

Former School Records ☐ Attached ☐ To follow ☐ N/A

Custodianship agreement ☐ Attached ☐ N/A (18 and above)

Custodian Name: _____

Home Phone: _____ Cell Phone: _____

Living with: (details)

☐ Family ☐ Custodian ☐ Homestay

Name (s): _____

VISA Student Address

Apt/Unit # _____ House or Street # _____

Street Name: _____

City/ Town: _____ Postal code: _____

Home Phone: _____

Cell: _____

Email: _____

Visa student info – Cell #:

Visa student info – Email:

Enter in PowerSchool

Board Residence Status: _____

Residence Status: _____

ESL Assessment

Date: ____/MM____/DD____/YYYY

☐ N/A

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

School Administrator	OR Admissions Office Administrator
Name(Print):	Name (Print):
Signature:	Signature:
Date:	Date: