

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: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other: please specify* _____ Note: *For other types of acceptable documents, please refer to HWDSB Admissions Manual on myHWDSB under Welcome Centre	Proof of Address: <input type="checkbox"/> Current Utility Bill <input type="checkbox"/> Current Home Phone/Cable/Internet Bill <input type="checkbox"/> Current Purchase/Lease Agreement <input type="checkbox"/> Current Property Tax Bill <input type="checkbox"/> 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) <input type="checkbox"/> Date of Entry Stamp in Passport by Canada Border Services <input type="checkbox"/> Confirmation of Permanent Residence <input type="checkbox"/> Study Permit <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Refugee Status Paper <input type="checkbox"/> Visitor Record <input type="checkbox"/> 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. <input type="checkbox"/> Court Order <input type="checkbox"/> CAS Letter <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Notarized Custodianship Agreement (Visa Student) If none of the above applies, then <u>all</u> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No 1) The student is a Canadian Citizen or Permanent Resident in Canada <input type="checkbox"/> Yes <input type="checkbox"/> 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): _____ <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Citizenship Card/Certificate	Application for Canadian Citizenship (both are required) <input type="checkbox"/> Copy of Canadian Citizenship Application <input type="checkbox"/> Copy of receipt for the application Date submitted: ____/MM____/DD____/YYYY
Permanent Resident (PR) (check one from each row) <input type="checkbox"/> Student or <input type="checkbox"/> Parent/Guardian (only check Parent/Guardian if student is not a Permanent Resident of Canada) <input type="checkbox"/> Permanent Resident (PR) Card or <input type="checkbox"/> 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) <input type="checkbox"/> Consideration of Eligibility (Convention Refugee) Date of Entry (stamped date on document) ____/MM____/DD____/YYYY <input type="checkbox"/> 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 <input type="checkbox"/> Work Permit Valid from: ____/MM____/DD____/YYYY to ____/MM____/DD____/YYYY Or <input type="checkbox"/> Documentation from IRCC confirming approval of parent's Work Permit (i.e. actual work permit to be issued at a later date) 2. Student <input type="checkbox"/> Study Permit or <input type="checkbox"/> 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 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): _____

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: _____