



STUDENT REGISTRATION AND INFORMATION FORM

School Name: _____

[OFFICE USE]:
Start Date: _____ Grade: _____ Home Room: _____

OEN: _____ Student #: _____

Welcome to Hamilton-Wentworth District School Board [HWDSB]. To register, the legal parent or guardian (or the student if 16-17 years old and self-supporting or 18+ years old) is required to provide information to the school by completing this form. Please ensure that you complete all sections and provide the school with all of the original documentation required.

Notice of Collection and Use of Personal Information

Information on this form is collected under the legal authority of the *Education Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* [MFIPPA]. It will be used to establish the *Ontario Student Record* [OSR], and for student and education related purposes such as registration, administration, communication, data reporting, contacting student's previous school, and Student Transportation Services. Student information such as name, date of birth, and contact information is released to the Regional Health Units in accordance with the *Health Protection and Promotions Act* and the *Immunization of School Pupils Act*. Student information is used by the Ontario Ministry of Education and by EQAO [Education Quality and Accountability Office] for education related purposes. Questions or concerns should be directed to the school principal.

FULL LEGAL NAME OF STUDENT TO BE REGISTERED:

LAST:

FIRST:

MIDDLE:

STUDENT ENROLMENT SUMMARY

PREFERRED NAME (if different from above)		GENDER F-female M-male N-Prefer not to disclose S-Not specified above:		
MAIN PHONE # (the number the school will call first) ()	Did student attend a school in HWDSB in the past? Yes <input type="radio"/> No <input type="radio"/>	Is student currently expelled from previous school? Yes <input type="radio"/> No <input type="radio"/>	BIRTH DATE - MM/DD/YYYY	Student is self-supporting minor (age 16-17) or age 18+? Yes <input type="radio"/> No <input type="radio"/>
PREVIOUS SCHOOL DETAILS (School and Board Names, Location, Phone Number)		Does student require a religious accommodation? Yes <input type="radio"/> No <input type="radio"/>	Does student have an IEP (Individual Education Plan)? Yes <input type="radio"/> No <input type="radio"/>	Does student have a serious medical condition? Yes <input type="radio"/> No <input type="radio"/>
STUDENT STATUS: Canadian Citizen Permanent Resident Refugee Other Visa (non-fee paying) E-Learning Only Other(specify):		Visa (fee paying)		LANGUAGE OF INSTRUCTION AT PREVIOUS SCHOOL
NAMES AND GRADES OF SIBLINGS IN THIS BOARD LIVING AT THE SAME ADDRESS		PREVIOUS COUNTRY/PROVINCE OF RESIDENCE (if outside ON)		
ADDRESS Apt/Unit	House or Street Number	Street Name	City/Town	Postal Code
Mailing Address (if different from above)		Check <input type="checkbox"/> if the student has: Safe Intervention Plan? <input type="radio"/> Behaviour Support Plan? <input type="radio"/>		If applicable: When did student enter grade 9? MM/DD/YYYY
Has student passed the Ontario Literacy Test (Grade 10)? Yes <input type="radio"/> No <input type="radio"/> Not applicable <input type="radio"/>		[OFFICE USE] X-Boundary (student lives out of boundary) <input type="radio"/>		
How many hours of Community Service has student completed (High School only)? _____				

PARENTS/GUARDIANS and CUSTODY INFORMATION

CONTACT # 1

CUSTODY ARRANGEMENTS: (If a court order is in place limiting access to the student, please produce document for copying at the school)

Both Parents Together Joint Sole (one parent) Crown Ward Foster Care (CAS) Other: _____

If student is in the care of Children's Aid, please provide agency name, caseworker name and contact information as well as a letter of confirmation from CAS

1. NAME OF LEGAL PARENT / GUARDIAN		RELATIONSHIP TO STUDENT	LIVES WITH STUDENT Yes <input type="radio"/> No <input type="radio"/>
ADDRESS (if different from student)		Is there a court order in place to prevent this parent/guardian from accessing the student? Yes <input type="radio"/> No <input type="radio"/>	
		E-MAIL ADDRESS (optional) (SafeArrival will email about student absences):	
ALL RELEVANT PHONE NUMBER(S) Specify cell/work/home. (SafeArrival calls cell and home about student absences): 1. _____ 2. _____ 3. _____			LANGUAGE MOSTLY SPOKEN AT HOME:

If this is a blended family household, please provide the name of step-parent/caregiver. Please also provide relevant phone numbers if applicable: **Does this parent/caregiver have your permission to:**

Pick the student up from school? Yes ☐ No ☐
Receive information about the student from school? Yes ☐ No ☐

Annual Media Consent Agreement

Hamilton-Wentworth District School Board (HWDSB) is committed to protecting student personal information and helping to positively shape the “digital footprint” that students leave when they post personal information online. Please refer to your school’s website for our *Parent/Guardian Letter on Personal Information* for a full explanation and examples of how we routinely handle student information and protect privacy while meeting legislative requirements.

Classrooms have changed dramatically with the introduction of digital tools and since the Ministerial order to help stop the spread of COVID-19. Students may engage in blended learning, involving both physical and virtual classrooms. In keeping with 21st century learning priorities, the board provides students with access to Microsoft Teams, the HWDSB App Catalogue, email and a calendar, as well as the Ministry of Education Virtual Learning Environment or the “HUB”. Online learning environments include synchronous learning where all participants must be online at the same time, and asynchronous learning where the content is available for students to access when they choose. In addition, students may use online tools or web apps and social media as deemed appropriate by the classroom teacher.

Students receive age appropriate instruction on digital citizenship and the safe use of technology. For more information on our policies and directives governing 21st century learning, see *Policy 6.1 21st Century Learning*, along with the *Responsible Use Procedure*, *Ownership and Authorship Procedure*, and the *Identity, Credibility and Positive Participation Procedure*. These policies and directives are easily found by using the search function on the board website (www.hwdsb.on.ca).

Students at HWDSB will use the internet at school and will learn how to make use of the tools that we provide in order to learn, create, share, and collaborate. They will participate in online spaces that are visible within the classroom, and possibly within the school and other sites across the board. Only with your consent on this form will online contributions that are public (i.e., visible *outside* of HWDSB) contain identifying information.

We are asking for your consent to allow your child to fully participate online in ways deemed age appropriate by classroom teachers and directly related to their learning and accomplishments. Your consent is completely optional. With consent, photos/video/audio recordings of your child, their written and creative work, and/or name may appear online beyond HWDSB schools, (i.e., publicly visible to the community or discoverable on the World Wide Web) involving, for example:

- school electronic newsletters sent to our parent community
- classroom websites, blogs, and video projects
- classroom/school/board social media accounts (e.g., Twitter, YouTube, etc.)
- school/community media publications or broadcasts
- other educational platforms

(please keep this page for your information)

Consent to disclose electronic student information

☐ **Yes, I agree** and give my permission for the disclosure of my child's personal information in the forms described (e.g., photos/video/audio recordings of my child, name, written/creative work, social media/website/news media posts) as they participate in a 21st century learning environment under the guidance of their classroom teacher, and for sharing and celebrating their creative and academic accomplishments by school/board staff and local news media. I understand that once posted online, the student information may appear in other publications outside of HWDSB's control.

☐ **NO, I do not agree.** I do not consent to the disclosure of my child's identifiable personal information in ways that are publicly visible and/or searchable on the World Wide Web.

Student Name: _____ Grade: _____

Student Signature (if 18 years or older): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Your child's classroom teacher will keep you informed throughout the year about the 21st century learning experiences planned for students so that you have opportunities to ask questions about specific technologies and to change your consent if desired.

If you have any concerns related to the safety of your child with respect to use of personal information, please speak with your teacher or school principal where your child attends.

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:

PLEASE COMPLETE AND RETURN TO YOUR CHILD'S TEACHER

Name of Student: (please print) _____

Grade: _____ Teacher: _____ School Name: _____

Please indicate which device is being issued to your child by the Hamilton-Wentworth District School Board

☐ iPad ☐ Laptop ☐ mini-iPad ☐ Other Device _____**PLEASE READ THE FOLLOWING TWO SECTIONS AND INDICATE YOUR AGREEMENT:****HOME USE:**

- The device remains the property of the school board and may need to be returned during the school year for maintenance. This often takes place during the summer months and periodically throughout the year. Special arrangements will need to be made if summer use is required.
- This device is intended to be used both in school and at home, to help support my child's learning. My child will be taking the device home and is responsible for bringing their device to school each day, fully charged.
- I will be responsible for monitoring my child's internet use outside of the classroom, to ensure that the HWDSB 21st Century Learning Agreement on acceptable internet access is followed, and that the equipment is used for educational purposes, to help extend the learning in the classroom.
- I will be responsible for monitoring and guiding my child to properly handle and care for the device.
- In the event of loss, damage or theft, I will notify the main office at the school by phone, email or in person so that my child can receive a temporary replacement device. Situations like this will be dealt with on a case-by-case basis. Repeated instances of damage or loss will result in replacement devices no longer be issued for home use
- I am aware that if the device and/or accessories are lost, damaged or stolen, depending on the circumstances, I may be expected to assume the replacement cost for the device or accessories.
- The device and any additional accessories (case, charging adaptor, etc.) will be returned in perfect working order.

☐ YES, I AGREE WITH THE ABOVE☐ NO, I DO NOT AGREE WITH THE ABOVE**TRACKING OUR PROGRESS:**

- As we describe in our *Parent/Guardian Information Letter on Personal Information* (link on your school website), we continually conduct research to measure the effectiveness of our programs in an effort to keep improving learning for all students. What this means is that your child may take part in tasks to show how well they can use technology as well as their ability across various 21st Century skills. We may also look at their marks and EQAO results.
- Sometimes we work with university partners on our research projects but we never share data that contains student names or other identifying information unless we ask for your consent first.
- Our research findings are often shared publicly in reports and at conference or in scholarly articles.

Name of Parent/Guardian: (please print) _____

Signature of Parent/Guardian (or students 18 and over): _____

Date: _____