

Toronto District School Board

Operational Procedure PR518

Title: **ADMISSION ELIGIBILITY REQUIREMENTS**

Adopted: February 1, 2002
Effected: February 1, 2002
Revised: September 1, 2003, September 7, 2004, May 16, 2007, August 29, 2008, September 16, 2009, September 30, 2014, July 3, 2019, **January 28, 2020, May 14, 2024**
Reviewed: September 1, 2003, September 7, 2004, May 16, 2007, August 29, 2008, September 16, 2009, September 30, 2014, July 3, 2019, **January 28, 2020, May 14, 2024**
Authorization: Executive Council

1.0 RATIONALE

This Admission Eligibility Requirements Procedure (the “Procedure”) supports the student admission requirements as outlined in the *Education Act, R.S.O. 1990, Chapter E.2* (the “*Education Act*”), the Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016, and the Board’s Students without Legal Immigration Status Policy (P061). This Procedure is also aligned with the Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) and the Student and Safe Arrival Policy (P085), which set out enrolment, admission, and attendance requirements at Toronto District School Board.

2.0 OBJECTIVE

To outline requirements and processes for the admission of new students.

3.0 DEFINITIONS

Board is Toronto District School Board, which is also referred to as “TDSB”.

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4.0 RESPONSIBILITY

Associate Director, Modernization and Strategic Resource Alignment

5.0 APPLICATION AND SCOPE

This Procedure applies to all TDSB staff involved in processing of applications, admission, and registration of students.

6.0 PROCEDURES

6.1 Schools should directly register students who are Canadian citizens, permanent residents of Canada, refugee claimants, undocumented students or dependents of work permit holders, or holders of the authorization under the *Immigration and Refugee Protection Act* (Canada) to study in Canada as a full-time student at a university, college or institution in Ontario if all other requirements are met. All other students new to Canada must be referred to the International Students and Admissions Office (the “ISAO”) at 5050 Yonge Street, Toronto, Main Floor - Senior Manager: admissions@tdsb.on.ca to verify their eligibility for admission as fee-paying or non-fee-paying students, and for receipt of a school admission letter, where applicable.

6.2 Students, who are living in the community without immigration status, are entitled to admission to school as per the Board’s Students without Legal Immigration Status Policy (P061). Schools can register these students directly or may refer them to the ISAO.

6.3 Study Permits and Visitor Records

If a student with a study permit or a visitor record document from Immigration, Refugees and Citizenship Canada wishes to register at a school directly, schools should not register the student without confirmation from the ISAO as the student may need to pay tuition fees.

Under subsection 49(6) of the *Education Act*, the Board is required to charge the maximum tuition fee to all persons admitted to a Board’s school who are temporary residents or are in possession of a study permit. Exemptions from these tuition fees are set out under subsection 49(7) of the *Education Act*.

6.4 Eligibility Requirements

A student has the right to register at a school operated by the Board if they meet the eligibility requirements specified in the *Education Act* and its regulations, such as age, parent or guardian (as defined in section 18 of the *Education Act*), school attendance boundary, residency status and immunization. Under the *Education Act*, parents/guardians have a legal duty to provide evidence that the student has a right to attend school.

The student must comply with the *Immunization of School Pupils Act*, R.S.O. 1990, c. I.1 (the “*Immunization of School Pupils Act*”).

The *Education Act* also prescribes when a non-resident student must be charged tuition fees.

In addition, the Board prescribes attendance areas (boundaries) that are served by each school and has adopted the Out-of-Area Admissions (formerly Optional Attendance) Policy (P013), outlines the process and timelines through which a student may be admitted from outside a school's boundary.

Eligible students have the right to be registered at their designated school by address at any point during the school year, subject to the Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) .

6.5 Age Requirement

- Children may register for Junior Kindergarten in September of the calendar year in which they turn 4 years of age.
- Students are eligible to attend school until June of the year in which they turn 21 years of age, after which they may be directed to continuing education class or course, semestered school or adult education schools.
- An adult student (for the purpose of attending adult education schools) is a student who turns 21 years of age by December 31 of the current calendar year.
- A student that turns 18 years of age has reached the legal age of majority and is considered an adult.

See also Appendix A: Detailed Age Requirements

6.6 Guardianship Requirements

- Unless the context requires otherwise, a reference in this Procedure to custody of a child, including lawful/legal custody of a child, refers to decision-making responsibility with respect to the child.
- Sections 33 (elementary school) and 36 (secondary school) of the *Education Act* provide that a person is qualified to attend school without the payment of a tuition fee if both the person and the person's parent or guardian resides in the Board attendance area. The *Education Act* defines "guardian" as "a person who has lawful custody of a child, other than the parent of the child" (s. 1 of the *Education Act*). If a student has an Ontario address, but the parents have address(es) outside of Ontario, the Ontario Ministry of Education (the "Ministry") will look for an Ontario court order transferring decision-making

responsibility (formerly custody) from the parents to an adult resident of Ontario unless all of the following criteria set out below are met:

- The student is a Canadian citizen or a permanent resident of Canada.
 - The guardian is a member of the student's immediate family (grandfather, grandmother, student's brothers and sisters and their lawful descendants who are not minors, student's uncles and aunts by blood relation and their lawful descendants who are not minors)) and resides in Ontario in the Board jurisdiction in which the student wants to attend school.
 - The guardian is assuming full responsibility for the care, well-being and education of the student, and the student is residing with the guardian throughout the custody period, and
 - A written agreement is in place between the parents of the student and guardian that sets out all of the above, as well as the respective responsibilities of the parents and guardian.
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- Students who are 16 or 17 years of age and who have withdrawn from parental control may register without the normal requirement that their parent/guardian must be a resident of Toronto. Withdrawal from parental control means that the young person is self-sufficient and is not reliant on either parent or on a guardian for support. In this case, the school should be dealing with the student directly. The student also does not require a legal guardianship document in order to register.
 - Occasionally, at the time of school registration, a student under 18 years may be residing with an adult who is neither their parent nor guardian, as a result of family disruption or other extenuating circumstances. The principal has the discretion to allow such a student to register in the school while legal guardianship arrangements are being made, and to monitor the progress of those arrangements until completion. The principal may refer exceptional cases to the superintendent of schools for decision.
 - A transfer of decision-making responsibility may not be used to circumvent the school boundary restrictions, or the *Education Act* provisions regarding tuition fees. For example, some altered documents have been presented to schools to mislead them into believing that the student and their alleged guardian resides with a certain attendance area. A principal has the discretion to seek further documentation as to the actual residence of the student or family if there is reason to doubt the authenticity of any document presented to the school. False or misleading documentation or failure to complete the arrangements in a timely manner may result in the registration decisions being changed or rescinded, or the student being demitted from the school.

See also Appendix B: Detailed Parent/Guardianship Requirements

6.7 Proof of Address (School Boundary Requirements)

- Students, who wish to register at a school that lies outside of their designated attendance area, must follow the process and steps outlined in the TDSB the Out-of-Area Admissions (formerly Optional Attendance) Policy (P013). [Please click here](#) to view the Policy.
- For proof of address, the school may refer to any two of the following (current) documents, one from each category (as outlined in Appendix C - Proof of Address (School Boundary Requirement): lease or deed, utility bill (hydro, gas, water), cable tv/internet, telephone bill, property tax bill, purchase and sale agreement, mortgage statement, insurance policy or any other documentation confirming the student's current address. It is important to note that bills shown as proof of address must bear the name of the legal parent/guardian and mailed to the registration address. Original correspondence from a government agency or legal clinic may be accepted as a second proof of address document. However, the principal has the sole discretion to seek further documentation if he or she has reason to doubt the authenticity of any document presented to the school. Any registration decisions based on false or misleading documentation can be changed or rescinded at any time by the school principal or superintendent.
- Principals should be mindful that some students are in precarious housing situations and may not be able produce the proper proof of address documentation. In such situations, please contact the ISAO for further assistance.

See also Appendix C: Proof of Address (School Boundary Requirement)

6.8 Residency Status Requirements

- A student who is a Canadian citizen, permanent resident of Canada, refugee claimant, dependent of a work permit holder under the *Immigration and Refugee Protection Act* (Canada), or a holder of the authorization (e.g., study permit) under the *Immigration and Refugee Protection Act* (Canada) to study in Canada as a full-time student at a university, college or institution in Ontario may register at a local school of the Board as determined by the Board's attendance policy.
- Students who do not fall into the above categories are required to provide documentation verifying their residency status in Canada.
- There are cases in which students living in Canada who request admission to a Board school have no documents verifying their legal immigration status in

Canada. The Board's Students without Legal Immigration Status Policy (P061) states that students without immigration status will be welcomed in TDSB's schools and information about them or their families will not be shared with immigration authorities. Schools may register the students or may refer these students to the ISAO.

See also Appendix D: Proof of Canadian Citizenship or Eligible Immigration Status

6.9 Students in Canada Unlawfully

- If the student is in Canada unlawfully, section 49.1 of the *Education Act* provides that "A person who is otherwise entitled to be admitted to a school and who is less than eighteen years of age shall not be refused admission because the person or the person's parent or guardian is unlawfully in Canada."
- Provided all other qualifications are met, the student will not be refused admission and the payment of a tuition fee is not required. Section 49(6) of the *Education Act*, which requires payment of a fee to certain classes of temporary residents, does not apply to persons who are in Canada unlawfully.

See also Appendix D: Proof of Canadian Citizenship or Eligible Immigration Status

6.10 Students Claiming Refugee Status

- Subclause 49(7)(c)(iii) of the *Education Act* provides that the Board will not charge a fee to, (c) a person if that person, their parent or someone else with lawful custody of the student is in Canada, (iii) claiming refugee protection under the *Immigration and Refugee Protection Act* (Canada) or having had such protection conferred on them.
- If a student and/or their parent or someone else with lawful custody of the student in Canada is claiming refugee status, then they would be considered tuition fee exempt under subsection 49(7)(c)(iii) of the *Education Act*. To qualify for a tuition fee exemption under this provision, the Board will look for documentation confirming that a student and/or their parent or someone else with lawful custody of the student in Canada has applied for refugee protection status in Canada, or has filed their refugee protection claim in Canada, or has had such protection conferred on them.

6.11 Applicants for a Work Permit

- Subclause 49(7)(e)(i) of the *Education Act* provides that the Board will not charge a fee to: (e) a person if their parent or someone else with lawful custody of the student is in Canada, (i) under a work permit or awaiting the

determination of an application for a work permit under the *Immigration and Refugee Protection Act* (Canada).

- To qualify for a tuition fee exemption under this provision, the student's parent or someone else with lawful custody of the student in Canada should provide the Board with documentation confirming that they have a valid work permit or are awaiting the determination of an application for a work permit under the *Immigration and Refugee Protection Act* (Canada).

6.12 Applicants for Permanent Residence in Canada

- Clause 49(7)(d) and subclause 49(7)(e)(ii) of the *Education Act* provides that the Board will not charge a fee to (d) a person if that person is awaiting determination of an application for permanent residence in Canada under the *Immigration and Refugee Protection Act* (Canada), or (e) a person or their parent or someone else with lawful custody of the student is in Canada, (ii) as a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (Canada) or is awaiting determination of an application for permanent residence in Canada under the *Immigration and Refugee Protection Act* (Canada).
- To qualify for a tuition fee exemption under this provision, the student and/or their parent or someone else with lawful custody of the student in Canada should provide the Board with documentation confirming that they are permanent residents within the meaning of the *Immigration and Refugee Protection Act* (Canada), or have filed an application for permanent residence in Canada and are awaiting determination of an application for permanent residence in Canada under the *Immigration and Refugee Protection Act* (Canada).

6.13 Children of Full-Time Ontario Postsecondary Students

- Subclause 49(7)(e)(iv) of the *Education Act* provides that the Board will not charge a fee to, (e) a person if their parent or someone else with lawful custody of the student is in Canada, (iv) in accordance with authorization under the *Immigration and Refugee Protection Act* (Canada) to study in Canada and is a full-time student at a university, college or institution in Ontario, including an institution that is an affiliate or federated institution of a university or college, that receives operating grants from the Government of Ontario.
- A full-time postsecondary student described in this provision is a person who is designated as a "full-time pupil" by the institution and is enrolled in a degree, diploma, or certificate program that consists of a minimum of 2 to 3 semesters or 600+ hours of classroom instruction and be consistent with the Certificate III parameters of the Ontario Qualifications Framework.

6.14 Immunization and Health Insurance Requirements

- The *Immunization of School Pupils Act* allows schools to collect immunization information for Toronto Public Health when students are admitted to school. However, no student may be denied admission to school if such information is not available. After admission to school, such students may be referred to a family doctor, or Toronto Public Health (416) 392-1250 to obtain an updated immunization record. If Toronto Public Health does not receive such information within a reasonable period of time, it will notify the parent/guardian in writing. Toronto Public Health has the authority to direct the school to suspend the student until such information is obtained (section 6(1) of the *Immunization of School Pupils Act*)
- It is highly recommended that all students have medical health insurance, either through the Ontario Health Insurance Plan, Interim Federal Health Benefits or through a private company. However, no student may be denied admission to school if they do not have medical health insurance.

7.0 EVALUATION

This Procedure is to be reviewed and updated as required, but at a minimum of every five (5) years.

8.0 APPENDICES

Appendix A: Detailed Age Requirements

Appendix B: Detailed Parent/Guardianship Requirements

Appendix C: Proof of Address (School Boundary Requirement)

Appendix D: Proof of Canadian Citizenship or Eligible Immigration Status

Appendix E: Attestation Form

9.0 REFERENCE DOCUMENTS

Policies:

- Out-of-Area Admissions (formerly Optional Attendance) Policy (P013)
- Student and Safe Arrival Policy (P085)
- Students Without Legal Immigration Status Policy (P061)

Operational Procedures:

- Admission to Specialized Schools and Programs (PR612)

Legislative Acts and Regulations:

- *Education Act*, R.S.O. 1990, Chapter E.2, as amended
- *Immunization of School Pupils Act*, R.S.O. 1990, c. I.1
- *Children's Law Reform Act*, R.S.O. 1990, c. C.12

Other Documents:

- Ontario Ministry of Education Memorandum 2018:SB08 – Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status
- [Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016](#)
- Ontario Student Record (OSR) Guideline, 2000

Detailed Age Requirements

According to the *Education Act* [Part II , Section 21(1) and Section 34], students who fall into the age categories listed below are eligible and/or required to attend school. See Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, for details.

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
<p>Children may register to attend school in September of the year in which they turn four years (junior kindergarten) or five years (senior kindergarten).</p> <p><i>Education Act, Section 34</i></p> <p>Hearing-handicapped students who have attained the age of two years may be admitted to a special education program for the hearing-handicapped.</p> <p>R.R.O. 1990, Regulation 298 under the <i>Education Act</i> (section 30)</p>	<p>Choose any one of:</p> <ul style="list-style-type: none"> • Canadian passport (valid or expired no more than five years) • Birth certificate from Ontario or other Canadian province or territory (issued under <i>Vital Statistics Act</i>) • Baptismal Record • Canadian Certificate of Registration of Birth Abroad • Certified Statement of Live Birth from Ontario, or other Canadian province or territory • Certificate of Canadian Citizenship or Certificate of Naturalization (paper document or card, not commemorative issue) • Certificate of Indian Status (paper or plastic card) • Health Card • Registered Indian Record (certified) • Valid Permanent Resident Card (must be valid or expired no more than five years) • Confirmation of Permanent Residence) • Canadian Immigration Identification Card • Letter from Immigration and Refugee Board of Canada confirming Convention Refugee or Protected 	<ul style="list-style-type: none"> • Students turning four years old after school has started in September, and up to December 31 of that calendar year, are eligible to attend school in that academic year. <p>Register students if all other requirements are met in their designated school by address and contact the Superintendent, Special Education department for placement in a Special Education program.</p>

Detailed Age Requirements

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
	<p>Person Status under <i>the Immigration and Refugee Protection Act</i> (Canada)</p> <ul style="list-style-type: none"> • Protected Person Status document • Temporary Resident Permit issued under <i>the Immigration and Refugee Protection Act</i> (Canada) (restrictions apply) • Other documentation confirming the age requirements. <p>To obtain a Birth Certificate call 416-325-8305 or visit www.cbs.gov.on.ca.</p>	
<p>Children who attain the age of six years on or before the first day of school in September of any year, must attend school until the age of 18 years.</p> <p><i>Education Act, section 21(1)</i></p>	<p>See above.</p>	<ul style="list-style-type: none"> • Students attaining the age of six years on or before the first day of school in September in that year, must attend school in that school year. • Students attaining the age of six years after school has started in September, are eligible to attend school in that academic year, but may delay registration until the following September.
<p>Elementary students are eligible to attend school until June of the year in which they attain the age of 21 years.</p> <p>Secondary students may be directed to adult or Continuing Education programs when they attain the age of 21 years.</p> <p><i>Education Act, sections 33 and 36</i></p>	<p>See above.</p>	<ul style="list-style-type: none"> • Students who turn 21 years of age in their graduating year are allowed to continue to their final year. These students are allowed to continue in their present school and may not be redirected to an adult high school credit program.

Detailed Parent/Guardianship Requirements

According to the *Education Act* (section 1 (Definitions)), the term “guardian” refers to a person who has lawful custody of a child, other than the parent of the child. A legal guardianship document (court order/parenting order) may be obtained from the Family Court, Ontario Court (Provincial Division), or the Ontario Superior Court of Justice. If a court order/parenting order is not available, a written agreement is required to fulfill all of the criteria.

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
<p>Students (Canadian citizen or permanent resident of Canada) who are under 18 years of age whose parents live outside Toronto, outside Ontario or outside Canada.</p>	<p>If the student’s guardian is an immediate family member and living within the school’s boundary (attendance area), then a written agreement between the parents and the guardian stating that the guardian is assuming full responsibility for the student’s care, well-being, education and that the student is residing with the guardian throughout the custody period, is required. Note: once decision-making responsibility is transferred to a guardian, the school will deal directly with the guardian and is no longer responsible for communicating with the parent for as long as the guardianship remains in effect.</p> <p>If the student's guardian is NOT an immediate family member, then an Ontario court order/parenting order transferring decision-making responsibility to a guardian is required.</p>	<ul style="list-style-type: none"> • Register students if all other requirements are met at school if documentation is provided. • Place copy of the document in the Ontario Student Record (“OSR”) created for the student. See section 3 the Ontario Student Record (OSR) Guideline issued by the Ontario Ministry of Education for guidance. • Where the school ascertains that a guardianship process is initiated but not completed the school may admit the students and request that proof of legal guardianship be provided upon completion in a timely way. • If the principal determines that there are extenuating circumstances involved in the absence of legal guardianship, the principal may refer this to the superintendent for decision.

Detailed Parent/Guardianship Requirements

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
	<i>Ministry of Education 2018:SB08</i>	
Students who are 16 or 17 years of age who have withdrawn from parental control.	The person is self-sufficient and does not rely on a parent or guardian for support. Students who are 16 or 17 years of age and who have withdrawn from parental control may register without the normal requirement that their parent/guardian must be a resident of Toronto. The student also does not require a legal guardianship document in order to register.	<ul style="list-style-type: none"> • The students who are 16 or 17 years of age and who have withdrawn from parental control must provide a signed statement (e.g., in a letter form signed by the student) outlining the following: <ul style="list-style-type: none"> ▪ The age of the students; ▪ That the students have withdrawn from parental control; ▪ That the student will be making all decisions on their own behalf; ▪ The student is self-sufficient and has an independent source of financial support such as a job or social benefits • Register the students at school. • Note: TDSB reserves the right to seek further proof that the student has withdrawn from parental control, such as, proof of financial independence where there is a reasonable belief that there may be an attempt to avoid TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013). Where it is determined that students have misrepresented that they have withdrawn from parental control in order to avoid TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) requirements. These students will be subject to immediate transfer to their designated school by address.
Students under 18 years of age living with a decision-making responsibility (formerly custodial) parent.	Court order/parenting order from an Ontario Family Court or separation agreement signed by the student's parents.	<ul style="list-style-type: none"> • A parent with sole decision-making responsibility is normally the primary decision-maker for the child's education, subject to any conditions in the separation agreement or court order. • If parents are separated or divorced and there is no parenting order or separation agreement, decision-making responsibility (formerly

Detailed Parent/Guardianship Requirements

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
		<p>custody) is assumed by the parent who resides with the child (section 20(4), <i>Children's Law Reform Act</i>, R.S.O. 1990, c. C.12).</p> <ul style="list-style-type: none"> Place copy of the document in the OSR.
Students in the care of the Children's Aid Society of Toronto, Catholic Children's Aid Society of Toronto, Jewish Family and Child Services of Toronto, and Native Child and Family Services.	Letter from an official of the Children's Aid Society stating that the students are in their care.	Students may register in their designated school by address where the foster parent resides or where the group home is located.
Students who are 18 years of age and over.	No proof is required, as the person has reached the legal age of majority (adult student)	Register the students if all other requirements with respect to residence, attendance/Out-of-Area attendance and immigration status are met.

Proof of Address (School Boundary Requirement)

School boards have the authority under the Education Act to establish attendance areas (school boundaries) for their schools. Where a student resides outside of Toronto, the Board has discretion to determine whether it can accommodate the student. TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) describes the attendance boundary requirements and must be consulted regarding admission to specific schools. TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) can be accessed at www.tdsb.on.ca. Please click [here](#) to view the Policy. The parent with decision-making responsibilities/guardian and student must appear in person.

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
Students and parent(s)/guardian(s) reside in TDSB within the school attendance area.	<p>Proof of students address – choose any of the documents below, one from each category, showing the home address (bills must bear the name of the legal parent/guardian and mailed to the registration address):</p> <p>Category A</p> <ul style="list-style-type: none"> • Property Tax Bill / MPAC Notice of Assessment • Current mortgage statement, Rental / Lease Agreement, or deed • Agreement of Purchase and Sale, including proof of purchase provided before the pupil attends the school, and; <p>Category B</p> <ul style="list-style-type: none"> • Utility Bill / e-Bill (i.e. Hydro, Water, Residential Phone/Cable/Internet Bill, 	<ul style="list-style-type: none"> • Confirm designated school by address by looking at www.tdsb.on.ca. Click on “Find Your School” • At the discretion of the principal, families may be given up to 6 weeks to produce acceptable documentation in the form of non-personal mail linking families with the address <ul style="list-style-type: none"> • If proof cannot be presented within 6 weeks, the principal may refer this to the superintendent for decision • Note: The principal has the sole discretion to seek further documentation as to address if he or she has reason to doubt the authenticity of any document presented to the school. Any registration decisions based on false or misleading documentation can be changed or rescinded at any time by the school or superintendent. Contact ISAO if additional assistance is needed.

Proof of Address (School Boundary Requirement)

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
	<p>Enbridge, Insurance Policy – Home, Tenant or Auto)</p> <ul style="list-style-type: none"> ▪ Other official/government documents confirming residence requirements (i.e. CRA Notice of Assessment, Statement of Old Age, Security T4 (OAS) or Statement of Canada Pension Plan Benefits, etc.) ▪ Original correspondence from a government agency, legal clinic, etc. may be accepted as a second proof of address document <p>Documents not acceptable in Category A or B:</p> <ul style="list-style-type: none"> • Driver’s License; • Health Card; or • Credit Card Statement • Cell Phone bill and/or Cell Phone e-Bill <p>*Note: Schools closed to Optional Attendance pursuant to TDSB’s Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) may require</p>	

Proof of Address (School Boundary Requirement)

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
	additional documentation on a case-by-case basis.	
CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
Students residing with parent(s)/guardian(s) within TDSB's jurisdiction but wishes to attend a school other than the one that serves their place of residence (their designated school by address).	Documentation to show proof of address (<i>as above</i>).	Students who wish to attend a school other than the one that serves their place of residence must complete TDSB Form C1: 001A (elementary), or C1: 001B (secondary) . to access the online application forms, please visit: Elementary Out-of-Area Admissions and Secondary Out-of-Area Admissions . For more information, please refer to TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013).
Students and parent (s)/guardian(s) reside outside TDSB's jurisdiction.	Documentation to show proof of address (<i>as above</i>).	Refer to TDSB Out-of-Area Admissions (formerly Optional Attendance) Policy (P013).
Students under 18 years of age residing within TDSB's jurisdiction, and parent(s)/guardian(s) reside outside TDSB's jurisdiction. Note: This does not apply to students who are 16 or 17 years of age and who have withdrawn from parental control.	See Detailed Parent/Guardianship Requirements section	<ul style="list-style-type: none"> • Students register in their designated school by address where their parent/guardian resides. • In extenuating circumstances, the superintendent may allow a student to attend a school without a court order or written agreement between the parent(s) and guardian (See Detailed Parent/Guardianship Requirements section).
Students who are 16 or 17 years of age, reside within TDSB jurisdiction and have withdrawn from parental control.	Documentation to show proof of address (<i>as above</i>).	<ul style="list-style-type: none"> • Students register in their designated school by address where they reside. • Note: TDSB reserves the right to seek further proof that students have withdrawn from parental control, such as, proof of financial independence where there is a reasonable belief that there may be an attempt to avoid TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) requirements.

Proof of Address (School Boundary Requirement)

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
		<p>Where it is determined that students have misrepresented that they have withdrawn from parental control in order to avoid TDSB's Out-of-Area Admissions (formerly Optional Attendance) Policy (P013), students will be subject to immediate transfer to their designated school by address.</p>
<p>Students who are 18 years of age and over.</p>	<p>Documentation to show proof of address (<i>as above</i>).</p>	<p>If documentation provided by the student shows that they have not resided within TDSB jurisdiction for at least 12 months prior to the request for admission, the students are subject to the Out-of-Area Admissions (formerly Optional Attendance) Policy (P013).</p>

Proof of Canadian Citizenship or Eligible Immigration Status

CANADIAN CITIZENS

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Students who are Canadian Citizens.	<ul style="list-style-type: none"> • Canadian passport (valid or expired no more than five years) • Birth certificate from Ontario or other Canadian province or territory (issued under <i>Vital Statistics Act</i>) • Canadian certificate of registration of birth abroad • Certified statement of live birth from Ontario, or other Canadian province or territory • Certificate of Canadian citizenship or certificate of naturalization (paper document or card, not commemorative issue) • Certificate of Indian status (paper or plastic card) • Registered Indian record (certified) • Other documentation confirming Canadian citizenship. 	Register students if all other requirements are met.	School
Students born abroad to parents who are Canadian citizens.	<ul style="list-style-type: none"> • The student's foreign birth certificate showing parent's name • Parent's Canadian Citizenship card or Canadian passport • Other documentation confirming Canadian Citizenship of the parent or someone else with lawful custody of the student or their application for Canadian citizenship. 	Parent/guardian must show documentation confirming Canadian Citizenship of the parent or someone else with lawful custody of the student or their application for Canadian citizenship.	School

Proof of Canadian Citizenship or Eligible Immigration Status

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
<p>Students who have come to Canada because their parent or guardian is married to a Canadian citizen.</p>	<ul style="list-style-type: none"> • Student's foreign birth certificate or passport • Canadian citizenship card, Canadian passport of a Canadian citizen (spouse) or other documentation confirming Canadian citizenship (of a spouse) • The birth parent's custody paper (if applicable) • Proof of marriage license or marriage certificate. 	<p>Register students if all other requirements are met.</p>	<p>School</p>

Proof of Canadian Citizenship or Eligible Immigration Status**PERMANENT RESIDENTS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Students who are permanent residents in Canada under <i>the Immigration and Refugee Protection Act (Canada)</i> .	<ul style="list-style-type: none"> • Confirmation of Permanent Residence (usually received where a permanent residence application has been approved) • Valid permanent resident card • <i>Expired</i> permanent resident card (expired not more than five years) • Canadian immigration identification card • Other documentation confirming the student's permanent residence status in Canada under the <i>Immigration and Refugee Protection Act (Canada)</i>. 	Register students if all other requirements are met.	School
Students born abroad to parents who are permanent residents in Canada under <i>the Immigration and Refugee Protection Act (Canada)</i> .	<ul style="list-style-type: none"> • Parent's permanent resident papers • Student's foreign birth certificate or passport (if applicable) • Other documentation confirming the parent's permanent residence status in Canada under the <i>Immigration and Refugee Protection Act (Canada)</i>. 	Register students if all other requirements are met.	School

Proof of Canadian Citizenship or Eligible Immigration Status

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Students who have come to Canada because their parent or guardian is married to a permanent resident in Canada.	<ul style="list-style-type: none"> • Student's foreign birth certificate or passport • Documentation confirming the permanent resident status of the permanent resident spouse (e.g., permanent resident card (valid or expired (not more than five years)), confirmation of permanent residence, etc.) • The birth parent's custody paper (if applicable) 	Register students if all other requirements are met.	School
Students (1) who are awaiting determination of an application for permanent residence in Canada under <i>the Immigration and Refugee Protection Act (Canada)</i> or (2) whose parents or someone else with lawful custody of the student is in Canada and is awaiting determination of an application for permanent residence in Canada under <i>the Immigration and Refugee Protection Act (Canada)</i> .	<ul style="list-style-type: none"> • Documentation confirming that either a student and/or their parent(s) or guardian is awaiting determination of an application for permanent residence in Canada under <i>the Immigration and Refugee Protection Act (Canada)</i> (e.g., acknowledgement letter, stage 1 approval letter, official document or correspondence from Immigration, Refugees and Citizenship Canada office, etc.). 	Register students if all other requirements are met.	School

Proof of Canadian Citizenship or Eligible Immigration Status

OTHER IMMIGRATION STATUS

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
<p>Students or parent/guardian with refugee protection conferred on them.</p>	<ul style="list-style-type: none"> • Documentation confirming refugee protection status. Documentation may include, not is not limited to: <ul style="list-style-type: none"> • Letter from Immigration and Refugee Board of Canada confirming Convention refugee (as defined in section 96 of the <i>Immigration and Refugee Protection Act</i>, (Canada)) or Protected Person (as defined in section 95(2) of the <i>Immigration and Refugee Protection Act</i>, (Canada)) status • Protected Person status document • Other documentation confirming that refugee protection status has been conferred on the student and/or their parent/guardian. 	<p>Register students if all other requirements are met</p>	<p>School</p>

Proof of Canadian Citizenship or Eligible Immigration Status

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Convention refugees (as defined in section 96 of <i>the Immigration and Refugee Protection Act</i> , (Canada)).	<ul style="list-style-type: none"> • Notice of decision letter from Immigration and Refugee Board of Canada confirming that the student and/or their parent/guardian are Convention refugees • Protected Person status document • Other documentation confirming that the student, their parent or someone else with lawful custody of the student in Canada, is claiming refugee protection under <i>the Immigration and Refugee Protection Act</i> (Canada) or having had such protection already conferred on them. 	Register students if all other requirements are met	School
Other Refugee Claimants under the <i>Immigration and Refugee Protection Act</i> (Canada).	<ul style="list-style-type: none"> • Documentation confirming that the student, their parent or someone else with lawful custody of the student in Canada, is claiming refugee protection under <i>the Immigration and Refugee Protection Act</i> (Canada) or having had such protection already conferred on them (e.g., acknowledgment of refugee claim letter, notice to return for interview, etc.). 	Register students if all other requirements are met (guardianship, proof of address)	School

Proof of Canadian Citizenship or Eligible Immigration Status**WORK PERMIT HOLDERS**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Work Permit Holders: the student's parent or someone else with lawful custody of the student in Canada under a work permit or awaiting the determination of an application for a work permit under the <i>Immigration and Refugee Protection Act (Canada)</i>	A copy of the parent's (or someone else with lawful custody of the student in Canada) work permit, or documentation confirming that the parent or someone else with lawful custody of the student in Canada is awaiting determination of an application for a work permit under the <i>Immigration and Refugee Protection Act (Canada)</i> .	Register students if all other requirements are met	School

STUDY PERMIT HOLDERS

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Study Permit Holders: the student's parent or someone else with lawful custody of the student in Canada is a full-time student at a university, college, or institution in Ontario.	A copy of the parent's (or someone else with lawful custody of the student in Canada) study permit that demonstrates that parent (or someone else with lawful custody of the student in Canada) is a full-time student at a university, college, or institution in Ontario.	Refer to International Students and Admissions Office. Schools will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	International Students and Admissions Office

Proof of Canadian Citizenship or Eligible Immigration Status**DEPENDENTS OF RELIGIOUS CLERGY**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Child(ren) of the parent (or someone else with lawful custody of the student in Canada) is a religious worker authorized to work in Canada under clause 186 (l) of the Regulations made under <i>the Immigration and Refugee Protection Act</i> (Canada).	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	International Students and Admissions Office

DEPENDENTS OF DIPLOMATIC PERSONNEL

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Child(ren) of the parent (or someone else with lawful custody of the student in Canada) is under a diplomatic, consular or official acceptance issued by the Government of Canada.	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office.	International Students and Admissions Office

Proof of Canadian Citizenship or Eligible Immigration Status**OTHER**

Please note that section 49.1 of the *Education Act* provides that “a person who is otherwise entitled to be admitted to a school and who is less than eighteen years of age shall not be refused admission because the person or the person’s parent or guardian is unlawfully in Canada.”

The majority of students in the following categories below **WILL BE REQUIRED TO PAY TUITION FEES unless they are exempt from such tuition fees under section 49(7) and section 49.1 of the *Education Act***. In order to qualify for a fee exemption under these sections, the students and their parents (or someone else with lawful custody of the student in Canada) must provide all the required documents, as set out in this Procedure, including a valid study or work permit or immigration documents.

All students who fall into the below categories must be referred to the International Students and Admissions Office prior to registration in a TDSB school.

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
New visa/international Students	Study Permit	School will receive confirmation of acceptance from International Students and Admissions Office.	International Students and Admissions Office
Foreign students who hold a study permit without the other required immigration documents	Study Permit	<ul style="list-style-type: none"> Students who request admission to a school directly with only a study permit must be referred to the International Students and Admissions Office. These may be fee-paying students. 	As above
Visitors to Canada	Immigration Documents	Individuals and dependents who come to Canada on a visitor record are not eligible to attend school without payment of fees.	As above

Proof of Canadian Citizenship or Eligible Immigration Status

OTHER: STUDENTS WITHOUT IMMIGRATION STATUS

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
<p>Students who are neither Canadian citizens nor, permanent residents in Canada, nor Convention Refugees, nor claiming refugee protection under the <i>Immigration and Refugee Protection Act (Canada)</i> and who have no proof of their immigration status in Canada (<i>Education Act</i>, section 49.1)</p>	<p>Students/families have no documents from Immigration, Refugees and Citizenship Canada confirming their immigration status or confirming that immigration process is in place. In some cases, the students/families may have submitted an application for permanent residence status or filed a refugee claim to Citizenship and Immigration Canada but has not received a response.</p>	<ul style="list-style-type: none"> • Section 49.1 of the <i>Education Act</i> confirms that a person who is otherwise entitled to be admitted to a school and who is less than eighteen years of age shall not be refused admission because the person or the person's parent or guardian is unlawfully in Canada. • Students without immigration status will be welcomed in our schools and information about them or their families will not be shared with immigration authorities (Students Without Legal Immigration Status Policy (P061)). Schools may register these students or refer them to the International Students and Admissions Office. 	<p>Schools or International Students and Admissions Office</p>

Legal last name: _____ TDSB Student Number # (if available): _____

Legal first name: _____ OEN # (if available): _____

Date of Birth: _____ Grade: _____ Country of Birth: _____
yyyy-mm-dd

Province/Territory of Birth (if Canada): _____ Citizen of: _____

ORIGINAL documentation must be presented and reviewed. Do not photocopy or retain any documents for Section 1, 2 and 3.

1. Proof of Age

1 document required – refer to **Appendix A of TDSB Procedure PR518 - Admission Eligibility Requirements (“PR518”)**

- | | |
|---|--|
| <input type="checkbox"/> Birth Certificate from Ontario/other province or territory | <input type="checkbox"/> Refugee Claimant Documentation |
| <input type="checkbox"/> Canadian Passport/Citizenship Card | <input type="checkbox"/> Permanent Resident Card/Confirmation of Permanent Residence |
| <input type="checkbox"/> Baptismal Record | |
| <input type="checkbox"/> Other (Please Specify): _____ | |

2. Proof of Address (School Boundary Requirements)

1 document required from each category – refer to **Appendix C of TDSB Procedure PR518 - Admission Eligibility Requirements (“PR518”)**

Check one from Category A

- Property Tax Bill / MPAC Notice of Assessment
- Current mortgage statement, Rental / Lease Agreement, or deed
- Agreement of Purchase and Sale, including proof of purchase provided before the pupil attends the school

Check one from Category B

- CRA Income Tax Assessment (Most recent)
- Utility Bill/e-Bill (water, hydro, gas, home phone/cable/internet, home/tenant/auto insurance)
- Recent correspondence from a municipal, provincial or federal government agency
- Other*: _____

*Other document must be listed as acceptable under Appendix C of PR518. Driver’s License, Health Card, Credit Card statement and cell phone bill are not accepted.

3. Proof of Canadian Citizenship or Eligible Immigration Status in Canada

Each student will fall under **only one** of the categories listed below. Check off the document presented and reviewed. Refer to **Appendix D, PR518** for a full list of accepted documents. This section also confirms date of entry into Canada for English as a Second Language funding for **students that arrived from a non-English speaking country in the past four years**. Date of entry is the date that the student entered Canada to live, not a previous visit/vacation. Check off the document presented and enter the date on the document.

Canadian Citizens

- Birth Certificate Canadian Citizenship Card or Certificate
 Valid Canadian Passport Other: _____

Permanent Residents / Landed Immigrants

Original date of first entry to live in Canada: _____

- Confirmation of Permanent Residence Date of Permanent Residency: _____
 Permanent Resident Card Date of Permanent Residency: _____
 Permanent Resident Stage One Approval Letter Date of letter: _____
 Permanent Resident Status Pending _____
 Other: _____

(Note: If a pupil has just started the process of applying for permanent residency, they must be referred to the Admissions Office)

Other Immigration Status

Original date of first entry to live in Canada: _____

- Documentation confirming refugee status, refugee claim, application for refugee protection
 Consideration of Eligibility (Convention Refugee)
 Date of Entry (stamped on document): _____
 Refugee Claimant Status Pending Date of Entry (stamped on document): _____
 Parent on Work Permit Work Permit Expiry Date: _____
 Authorization under *the Immigration and Refugee Protection Act* (Canada) to study in Canada as a full-time student at a university, college or institution in Ontario Authorization Expiry Date: _____

Other Status Confirmed with an SA001 Admission Letter from the International Students and Admission Office

Students in this category must present a TDSB School Admission Letter from the International Students and Admissions Office (retain SA001 Admission Letter in the OSR).

Student's 4-digit NFP (non-fee paying) # as listed on Admission Letter: _____

Expiry Date of Admission Letter: _____

- Diplomat Worker Canadian Forces permit
 Parent on study permit Parent on religious work
 Other (only if written on the Admission Letter)

4. Guardianship or Custody Documents (If Not Applicable, Proceed to Section 5)

Is there a legal document that sets out decision making responsibility (formerly custody) and parenting time (formerly access) to the student?

- Yes (complete this section and retain documentation in OSR)
- No / Not Applicable (proceed to Section 5)

If there is a guardianship or custody agreement, the student should fall under one of the categories listed below. **Refer to Appendix B, PR518 for more information.** If you encounter a situation that does not fall into one of the categories below, or if you are unsure or have any questions, please call the International Students and Admissions Office to confirm the student's eligibility: 416-395-8120.

1. Student is under 18 and living with a guardian who is their immediate family (parent, grandparent, brother, sister or aunt/uncle related by blood) and that guardian resides in the school's boundary. Check this box if this applies, and that a written agreement (i.e. guardianship agreement) stating that the guardian is assuming full responsibility for the student's care, well-being, and education is provided. A copy of that agreement must be retained in the OSR.
2. Student is under 18 and living with a custodial parent. Indicate agreement presented and retain copy in OSR:
 - Court Order
 - Separation Agreement signed by the parents
 - Other (Specify): _____
3. Student in the care of one of the following agencies (must present official letter and retain copy in the OSR)
 - Children's Aid Society
 - Catholic Children's Aid Society
 - Jewish Family and Child Services
 - Native Child and Family Services
 - Other (Specify): _____

5. Signature: School Administration

I verify that I have seen all of the documents listed above personally. I have ensured that all information on the attestation form is complete and accurate to the best of my knowledge.

School Administrator Signature: _____
Print name Signature Date

This form and the information contained within it will be maintained in the Ontario Student Record.

Notice of Collection and Use of Personal Information

Personal information on this form is collected under the authority of sections 58.5(1), 169-173, Part II (School Attendance) of the *Education Act*, R.S.O. 1990, c.E.2 ("*Education Act*") and Regulation 298: Operation of Schools – General under *Education Act* and will be used by Toronto District School Board ("TDSB") for school registrations, to establish and maintain Ontario student records and for administrative, statistical and reporting to the Ministry of Education requirements and purposes. The information is retained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 and will only be disclosed to authorized TDSB, school and Ministry of Education staff in order to administer the above purposes. Questions regarding this collection should be directed to your local principal or TDSB International Students and Admissions Office at 5050 Yonge Street, Toronto, or by email at admissions@tdsb.on.ca.