

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

*TDSB* is the Toronto District School Board, which is also referred to as the Board.

## 4.0 RESPONSIBILITY

Executive Superintendent, Human Rights and Indigenous Education

## 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, 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 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 policy P061, Students without Legal Immigration Status. Schools can register these students directly or may refer them to the ISAO.

### 6.3 Study Permits and Visitor Records

If a student wishes to register at a school directly with a Study Permit or a Visitor Record document from Immigration, Refugees and Citizenship Canada, do not register the student without confirmation from the ISAO as the student may need to pay tuition fees.

International Students and Admissions Office  
5050 Yonge Street, Toronto, Main Floor  
Senior Manager: [admissions@tdsb.on.ca](mailto:admissions@tdsb.on.ca)

### 6.4 Eligibility Requirements

A student has the right to attend a school operated by the Board if he or she meets the qualification requirements, as to age and residence, as specified in the *Education Act*. The student must also comply with the *Immunization of School Pupils Act*, R.S.O. 1990, c. 1.1 (the "*Immunization of School Pupils Act*"). The *Education Act* also prescribes when a non-resident student must be charged tuition fees – that is why it is important to know certain details about the student's residency status in Canada.

In addition, the Board prescribes attendance areas (boundaries) that are served by each school and has an Optional Attendance Policy (P013) that prescribes when a student may be admitted from outside a school's boundary.

Eligible students have the right to be registered in a school at any point during the school year.

#### 6.5 Age Requirements

- 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 credits 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 Requirement

#### 6.6 Guardianship Requirements

- Ministry Memorandum 2012 SB08: Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status.

Sections 33 and 36 of the *Education Act* provide that a person has the right to attend school without the payment of fee if both the person and the person's parent or guardian resides in the jurisdiction of the Board. 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 Ontario, the Ministry of Education expects an Ontario court order transferring custody from the parents to an adult resident within Ontario. However, if the following criteria set out below are met, a court order is not necessary (although it is preferred):

- Student is a Canadian citizen or a permanent resident.
- The guardian is a member of the student's immediate family (defined in Ministry Memorandum 2018 SB08) and resides in Ontario in the school board jurisdiction in which the student wants to attend school.
- The guardian assumes full care and well-being 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.
- Students who are 16 or 17 years of age and who have withdrawn from parental control may register without a parent or guardian being resident in the City of Toronto. Withdrawal from parental control means that the young person is self-sufficient and is not reliant on either parent or on a legal guardian.
- Occasionally, at the time of school registration, a student under 18 years may be residing with an adult who is neither his/her parent nor legal 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. Failure to complete the arrangements in a timely way may result in 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 attend a school other than their home school must follow the guidelines outlined in the TDSB Optional Attendance Policy (P013). Select “Optional Attendance” from the Quick Links pull-down on [www.tdsb.on.ca](http://www.tdsb.on.ca).
- The school may refer to any two of the following (current) documents: lease or deed, utility bill (hydro, gas, water), cable tv/internet residential telephone bill, property tax bill, purchase and sale agreement, mortgage statement or insurance policy. 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 information.

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

#### 6.8 Residency Status Requirements

- A student who is a Canadian citizen, permanent resident, refugee claimant or dependent of a work permit holder under the *Immigration and Refugee Protection Act* (Canada) or a holder 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 may register at the student's local school 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 TDSB school have no documents verifying their legal residency status in Canada. The Board passed a policy in May 2007 (P061) that students without immigration status shall be welcomed in TDSB's schools and information about them or their families shall not be shared with immigration authorities. Schools may register the student or may refer these students to the ISAO.
- 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".

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

#### 6.9 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 he/she does not have medical health insurance.

*Note: A permanent resident is not covered by OHIP for 90 days from the date that they have obtained the Confirmation of Permanent Residence (IMM 5292 or IMM 5688).*

## 7.0 EVALUATION

This Procedure is to be reviewed and updated as required, but at a minimum of every four (4) 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:

- 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

### Other Documents:

- Ministry 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](#)



**Detailed Age Requirements**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
	<ul style="list-style-type: none"> <li>• Protected Person Status document</li> <li>• Temporary Resident Permit issued under <i>the Immigration and Refugee Protection Act</i> (Canada) (restrictions apply)</li> </ul> To obtain a Birth Certificate call 416-325-8305, or visit <a href="http://www.cbs.gov.on.ca">www.cbs.gov.on.ca</a> .	
Children who attain the age of <b>six</b> years on or before the first day of school in September of any year, must attend school until the age of 18  <i>Education Act, s. 21(1)</i>	See above	<ul style="list-style-type: none"> <li>• Students turning six on or before the first day of school in September in that year, must attend school in that school year</li> <li>• Students turning six <b>after</b> school has started in September, are eligible to attend school in that academic year, but may delay registration until the following September</li> </ul>
Elementary students are eligible to attend school until June of the year in which they turn 21  Secondary students may be directed to adult or Continuing Education programs when they turn 21  <i>Education Act, s.33 and 36</i>	See above	<ul style="list-style-type: none"> <li>• 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</li> </ul>



## Detailed Parent/Guardianship Requirements

According to the *Education Act* (Definitions, Section 1), 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) may be obtained from Family Court, Ontario Court (Provincial Division), or the Ontario Superior Court of Justice. . If a Court Order is not available, a written agreement is required that fulfills all of the criteria.

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
<p>Students (Canadian citizen or permanent resident) who are under 18 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 education is required. Note: once custody is transferred, the school will be dealing with the guardian, not the parents, and all decision-making resides with the guardian</p> <p>If the student's guardian is NOT an immediate family member then an Ontario court order transferring custody is required</p> <p><i>Ministry of Education 2018:SB08</i></p>	<ul style="list-style-type: none"> <li>• Register students if all other requirements are met at school if documentation is provided</li> <li>• Place copy of the document in the OSR</li> <li>• 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</li> <li>• If the principal determines that there are extenuating circumstances involved in the absence of legal guardianship, the principal may refer this to the Superintendent of Schools for decision</li> </ul>
<p>Students who are 16 or 17 years of age who have withdrawn from parental control</p>	<p>The person is self-sufficient and does not rely on a parent or guardian for support. He or she does not require a legal guardianship document</p>	<ul style="list-style-type: none"> <li>• The person must provide a signed statement outlining the following: <ul style="list-style-type: none"> <li>The age of the students</li> <li>That the students have withdrawn from parental control</li> <li>That the students will be making all decisions on his/her own behalf</li> <li>The pupil is self-sufficient and has an independent source of financial support such as a job or social benefits</li> </ul> </li> <li>• Register the students at school</li> </ul>

**Detailed Parent/Guardianship Requirements**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES
		<ul style="list-style-type: none"> <li>NB. 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 I Board's Optional Attendance Policy. Where it is determined that students have misrepresented that he/she has withdrawn from parental control in order to avoid the TDSB's Optional Attendance Policy (P013), those students will be subject to immediate transfer to their home school</li> </ul>
Students under 18 living with a custodial parent	Court Order from an Ontario Family Court or Separation Agreement	<ul style="list-style-type: none"> <li>A parent with sole custody is normally the primary decision-maker for the child's education, subject to any separation agreement or divorce order</li> <li>If parents are separated or divorced and there is no court order or separation agreement, custody is assumed by the parent who resides with the child, <i>Children's Law Reform Act</i>, s. 20(4)</li> <li>Place copy of the document in the OSR</li> </ul>
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 the home school where the foster parent resides or where the group home is located
Students who are 18 years and over	No proof is required, as the person has reached the legal age of majority	Register the students if all other requirements with respect to residence, attendance/optional attendance and immigration status are met

## **Proof of Address (School Boundary Requirement)**

Under the Ministry of Education regulations, Ontario students may apply to attend any school in Ontario. TDSB's Optional Attendance Policy describes the attendance boundary requirements and must be consulted regarding admission to specific schools. TDSB's Optional Attendance Policy can be accessed at [www.tdsb.on.ca](http://www.tdsb.on.ca). Select "Optional Attendance Information" from the "Quick Links" pull-down menu at [www.tdsb.on.ca](http://www.tdsb.on.ca). The parent(s)/guardian(s) and pupil must appear in person.

<b>CATEGORY</b>	<b>DOCUMENTS REQUIRED</b>	<b>REGISTRATION GUIDELINES</b>
Students and parent(s)/guardian(s) reside in TDSB within the school boundaries	<p>For proof of address choose any <b>two*</b> of:</p> <ul style="list-style-type: none"> <li>• Utility bill (e.g. hydro, gas, water)</li> <li>• Cable TV, internet, home phone bill</li> <li>• Insurance policy (home, tenant, auto or life)</li> <li>• Mortgage statement</li> <li>• Rental or lease agreement or deed</li> <li>• Current purchase and sale agreement</li> <li>• Property tax bill or notice of tax assessment</li> <li>• Original correspondence from a government agency or legal clinic may be accepted as a second proof of address document</li> </ul> <p>*NB. Schools open to Optional Attendance pursuant to TDSB's Optional Attendance Policy may require additional documentation on a case-by-case basis</p>	<ul style="list-style-type: none"> <li>• Confirm home school by looking at <a href="http://www.tdsb.on.ca">www.tdsb.on.ca</a>. Click on "Find Your School"</li> <li>• 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"> <li>▪ If proof cannot be presented within 6 weeks, the principal may refer this to the Superintendent of Education for decision</li> </ul> </li> <li>• NB. 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</li> </ul>
<b>CATEGORY</b>	<b>DOCUMENTS REQUIRED</b>	<b>REGISTRATION GUIDELINES</b>
Students residing with parent(s)/guardian(s) within TDSB, but wishes to attend a school other than the one that serves his/her place of residence	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). Refer to TDSB's Optional Attendance Policy

**Proof of Address (School Boundary Requirement)**

CATEGORY	DOCUMENTS REQUIRED	REGISTRATION GUIDELINES
Students and parent (s)/guardian(s) reside outside TDSB's jurisdiction	Documentation to show proof of address ( <i>as above</i> )	Refer to TDSB Optional Attendance Policy
Students under 18 years residing within TDSB boundaries, and parent(s) reside outside TDSB's jurisdiction NB. This does not apply to students who are 16 or 17 years of age and who have withdrawn from parental control	See Parent/Guardianship section	<ul style="list-style-type: none"> <li>• Students register in the home school where the legal guardian resides</li> <li>• In extenuating circumstances, the Superintendent of Education may allow a student to attend a school without a legal Court Order or written agreement between parent and guardian</li> </ul>
Students who are 16 or 17 years of age, reside within TDSB jurisdiction and have withdrawn from parental control and do not have a legal guardian	Documentation to show proof of address ( <i>as above</i> )	<ul style="list-style-type: none"> <li>• Students register in the home school where they reside</li> <li>• NB. The 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 Optional Attendance Policy. Where it is determined that students have misrepresented that they have withdrawn from parental control in order to avoid TDSB's Optional Attendance Policy, students will be subject to immediate transfer to their home school</li> </ul>
Students who are 18 years of age and over	Documentation to show proof of address ( <i>as above</i> )	If documentation shows that the students have not resided in the school district for at least 12 months prior to the request for admission, the students are subject to the Optional Attendance Policy

**Proof of Canadian Citizenship or Eligible Immigration Status****CANADIAN CITIZENS**

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
Students who are Canadian Citizens	Choose one of: <ul style="list-style-type: none"> <li>• Canadian passport (valid or expired no more than five years)</li> <li>• Birth certificate from Ontario or other Canadian province or territory (issued under <i>Vital Statistics Act</i>)</li> <li>• Canadian Certificate of Registration of Birth Abroad</li> <li>• Certified Statement of Live Birth from Ontario, or other Canadian province or territory</li> <li>• Certificate of Canadian Citizenship or Certificate of Naturalization (paper document or card, not commemorative issue)</li> <li>• Certificate of Indian Status (paper or plastic card)</li> <li>• Registered Indian Record (certified)</li> </ul>	Register students if all other requirements are met	School
Students born abroad to Canadian citizens	<ul style="list-style-type: none"> <li>• The student's foreign birth certificate showing parent's name</li> <li>• Parent's Canadian Citizenship Card/Passport</li> <li>• Evidence of citizenship application</li> </ul>	Parent(s) must show documentation from Immigration, Refugees and Citizenship Canada that they have applied for Canadian Citizenship Registration for the students	School
Students who have come to Canada because their parent or guardian is married to a Canadian citizen	<ul style="list-style-type: none"> <li>• Student's foreign birth certificate or passport</li> <li>• Canadian Citizenship Card/Passport of sponsoring parent</li> <li>• The birth parent's custody paper (if applicable)</li> <li>• Proof of marriage license</li> </ul>	Register students if all other requirements are met	School

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

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
Students who are Permanent Residents	<ul style="list-style-type: none"> <li>• Confirmation of Permanent Residence</li> <li>• Permanent Resident Card</li> <li>• Valid Permanent Resident Card or Permanent Resident card expired not more than five years</li> <li>• Canadian Immigration Identification Card</li> <li>• Confirmation of Permanent Residence (IMM 5292 or IMM 5688)</li> </ul>	Register students if all other requirements are met	School
Students born abroad to Permanent Residents	<ul style="list-style-type: none"> <li>• Parent's Permanent Resident papers</li> <li>• Student's foreign birth certificate or passport</li> </ul>	Proof that parent has sponsored the student	School
Students who have come to Canada because their parent or guardian is married to a permanent resident	<ul style="list-style-type: none"> <li>• Student's foreign birth certificate or passport</li> <li>• Permanent Resident papers of sponsoring parent (applicant)</li> <li>• The birth parent's custody paper (if applicable)</li> </ul>	Register students if all other requirements are met	School
Applicants for Permanent Resident status	<ul style="list-style-type: none"> <li>• Stage 1 approval letter or equivalent documentation (ie. an email confirmation)</li> <li>• Written confirmation from Immigration, Refugees and Citizenship Canada that a parent/guardian is eligible to apply for permanent residence in Canada</li> </ul>	<ul style="list-style-type: none"> <li>• Refer students/families to the International Students and Admissions Office</li> <li>• Student may be required to pay school fees</li> </ul>	International Students and Admissions Office

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

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
Refugee Claimants under the <i>Immigration and Refugee Protection Act</i> (Canada)	<ul style="list-style-type: none"> <li>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 Status (as defined in section 95(2) of the <i>Immigration and Refugee Protection Act</i>, (Canada))</li> <li>Protected Person Status document</li> </ul>	Register students if all other requirements are met	School
Convention Refugees (as defined in section 96 of the <i>Immigration and Refugee Protection Act</i> , (Canada))	<ul style="list-style-type: none"> <li>Notice of Decision letter from Immigration and Refugee Board of Canada confirming that the student/family are Convention Refugees</li> <li>Protected Person Status Document</li> </ul>	Register students if all other requirements are met	School

**WORK PERMIT HOLDERS**

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
Work Permit Holders	Parent's (or someone else that has lawful custody) Work Permit, or awaiting determination of a Parent's Work Permit	Register students if all other requirements are met	School

**STUDY PERMIT HOLDERS**

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
Study Permit Holders	Parent's (or someone else that has lawful custody) Study Permit that demonstrates that parent (or someone else that has lawful custody) is a full-time student at a university, college or institution in Ontario	Refer to International Students and Admissions Office	International Students and Admissions Office

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

The majority of students in the following categories <b>WILL BE REQUIRED TO PAY FEES TO THE TDSB unless they are exempt from such fees under the <i>Education Act</i>, section 49(7)</b> , and must have all the required documents including Study Permit or immigration documents. <b>All students who fall into these categories must be referred to the International Students and Admissions Office at 5050 Yonge Street, Toronto prior to registration in a TDSB school.</b>			
<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
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"> <li>Students who request admission to a school directly with only a Study Permit must be referred to the International Students and Admissions Office</li> <li>These may be fee-paying students</li> </ul>	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
Dependents of Religious Clergy	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	As above
Dependents of a non-resident parent with a Study Permit who is enrolled in a post-secondary institution	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	As above
Dependents of Diplomatic Personnel ( <i>non-fee-paying</i> )	Immigration Documents	School will receive a TDSB School Admission Letter (see Appendix E) from the International Students and Admissions Office	As above



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

**OTHER: STUDENTS WITHOUT IMMIGRATION STATUS**

<b>CATEGORY</b>	<b>DOCUMENTS</b>	<b>REGISTRATION GUIDELINES</b>	<b>RESPONSIBILITY</b>
<p>Students who are not Canadian Citizens, Permanent Residents or Convention Refugees or claiming refugee protection under the <i>Immigration and Refugee Protection Act</i> (Canada) and who have no proof of immigration status in Canada (<i>Education Act</i>, s. 49.1)</p>	<p>Students/families have no documents from Immigration, Refugees and Citizenship Canada confirming immigration status or confirming that a legal immigration process is in place. In some cases, the students/families may have submitted an application for Landing or Refugee Claim to Citizenship and Immigration Canada but has not received a response</p>	<p>The Board passed a policy in May 2007 that students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities. Schools may register these students or refer them to the International Students and Admissions Office.</p>	<p>School or International Students and Admissions Office</p>



# Appendix E: ATTESTATION FORM

(To be completed by school staff and filed in OSR)

Legal last name: _____	Trillium #: _____
Legal first name: _____	OEN # (if available): _____
Date of Birth: _____	Grade: _____
_____	
<small>lvy-mm-did</small>	
Province/Territory of Birth (if Canada): _____	Country of Birth: _____
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 documents required – refer to **Appendix A of TDSB Procedure PR518 - Admission Eligibility Requirements (“PR518”)**

- Birth Certificate
- Passport/Citizenship Card
- Baptismal Record
- Other\*: \_\_\_\_\_
- Refugee Claimant Documentation
- Permanent Resident Card / Confirmation of Permanent Residence

## 2. Proof of Address (School Boundary Requirements)

2 documents required – refer to **Appendix C of TDSB Procedure PR518 - Admission Eligibility Requirements (“PR518”)**

- Lease/Rental or Purchase & Sale Agreement
- Property Tax Bill
- Recent correspondence from a Municipal, Provincial or Federal Government Agency
- Other\*: \_\_\_\_\_
- Utility Bill received by mail (water, hydro, gas, home phone, cable, internet)
- Income Tax Assessment (Most recent)

\*Other document must be listed as acceptable under Appendix D of PR518, Driver’s License not accepted

## 3. Proof of Canadian Citizenship or Eligible Immigration Status and First Entry into Canada

Each student will fall under **only one** of the three categories listed below. Check off the document presented and reviewed. Refer to **Appendix D, PR518** for a complete list of documents accepted. This section also confirms date of entry into Canada for ESL 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
- Valid Canadian Passport
- Canadian Citizenship Card or Certificate
- Other: \_\_\_\_\_

### Permanent Residents / Landed Immigrants

- Original date of first entry to live in Canada: \_\_\_\_\_ Date of Entry Stamp in Passport: \_\_\_\_\_
- 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: \_\_\_\_\_

### Other Immigration Status

Original date of first entry to live in Canada: \_\_\_\_\_ Date of Entry Stamp in Passport: \_\_\_\_\_

## STUDENT ATTESTATION FORM

- |  |  |
|--|--|
| <input type="checkbox"/> Documentation from IRCC confirming Refugee Status | Date of Entry (stamped on document): _____ |
| <input type="checkbox"/> Consideration of Eligibility (Convention Refugee) | Date of Entry (stamped on document): _____ |
| <input type="checkbox"/> Refugee Claimant Status Pending                   | Date of Entry (stamped on document): _____ |
| <input type="checkbox"/> Parent on Work Permit                             | Work Permit Expiry Date: _____             |

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

---

Is there a legal document that sets out custody and 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 TDSB Admissions office to confirm pupil eligibility: 416-395-8120.

- 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 education is provided. A copy of that agreement must be retained in the OSR.
- Student is under 18 and living with a custodial parent. Indicate agreement presented and retain copy in OSR:
  - Custodial Court Order
  - Separation Agreement/Contract
  - Other (Specify): \_\_\_\_\_
- Student in the care of one of the following agencies (must present official letter and retain copy in the OSR)
  - Children's Aid Society
  - Jewish Family and Child Services
  - Catholic Children's Aid Society
  - Native Child and Family Services
  - Other (Specify): \_\_\_\_\_

### 5. Signature: School Administration and Parent/Guardian

---

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.

School Admin Signature: \_\_\_\_\_  
Print name Signature Date

I have ensured that all information on the attestation form is complete and accurate.

Parent/Guardian Signature: \_\_\_\_\_  
Print name Signature Date

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

STUDENT ATTESTATION FORM

ONLY TDSB ADMISSION OFFICE TO VERIFY

Diplomat Worker

Date Signed/Arrival: \_\_\_\_\_

Parent on Religious Work

Canadian Forces Permit

Expiry Date *(if applicable)*: \_\_\_\_\_

Parent on Study Permit or Acceptance Letter confirming parent will be a full-time student in Ontario (retain copy in OSR)

Verify that parent is enrolled in a degree, diploma or certificate program that consists of at least 2 semesters with at least 600 hours of instruction.  Degree  Diploma  Certificate

Other: \_\_\_\_\_

TRILLIUM CATEGORY: \_\_\_\_\_

**Notice of Collection and Use of Personal Information**

Personal information on this form is collected under the authority of sections 58.5(1), 170(1), 265(1) of the Education Act, R.S.O. 1990, c.E.2, as amended and retained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56. This information will be used by school administration to establish the Ontario Student Record, and for student education related purposes such as registration, administration, communication and data reporting. Student information is also used by the Ontario Ministry of Education and by EQAO [Education Quality and Accountability Office] for education related purposes. Questions or concerns about this collection should be directed to the Privacy Office, Toronto District School Board, 1 Civic Center Court, 4th Floor, Etobicoke Ontario, M9C 2B3 or (416)394-2344.