



# Administrative Procedure 4270

## ADMISSION AND REGISTRATION OF STUDENTS

Responsibility:	<i>Coordinating Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<i>Education Act Part II – Student Attendance Education Act Section 33(5)- Evidence as Right to Attend <u>Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2016</u></i>
Related References:	<i>FS-20-H Student Registration Form IS-19-H-OLR Attestation for an Online Registration FS-18-02 Delegation of Signing Authority Administrative Procedure 1006 – Supporting Students with Prevalent Medical Conditions Administrative Procedure 1010 - Junior &amp; Senior Kindergarten Registration Administrative Procedure 1030 - Boundary Requests Elementary Schools Administrative Procedure 1040 - Boundary Requests Secondary Schools. Administrative Procedure 1050 - Ontario Student Records (OSRs) Administrative Procedure 1470 - Anaphylactic Management Plan; Administrative Procedure 4280 - Admission of Out-of-District and Non-Resident Students Administrative Procedure 4300 - Admission of Foreign Born Students; Administrative Procedure 4350 - Enrolment Reporting Administrative Procedure 4810 - Board Required Pupil Data in Trillium</i>
Reviewed:	
Revisions:	<i>January 2016, September 2019</i>

### 1. Preamble

This procedure outlines expectations regarding school attendance for elementary and secondary students. Procedures for students residing on tax-exempt land, registration and grade placement are also provided. Admission of non-resident students who become resident students, First Nation and Inuit students, wards of Family and Children's Services and Crown wards are addressed.

### 2. Compulsory School Attendance (Education Act, Part II, 21(1))

- 2.1 Every child who has reached the age of six years on or before the first school day in September in any year will attend an elementary or secondary school on every school day from the first school day in September in that year until they reach the age of eighteen years.
- 2.2 Every child who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which they reach the age of eighteen years.

### 3. Resident Pupil

- 3.1 Elementary  
Subject to Section 2.1 and 2.2 above, a pupil is a resident for elementary school purposes if:
  - the person and the person's parent or guardian resides in Waterloo Region

- the person is admitted under Section 35 of the Education Act, Resident pupil's right to attend more accessible elementary school, (See AP4280 – Admission of Out-of-District and Non-Resident Students).

### 3.2 Secondary

Subject to Section 2.1 and 2.2 above, a pupil is a resident for secondary school purposes if:

- the person and the person's parent or guardian reside in the secondary school district;
- the person is 16 or 17 years of age, has withdrawn from parental control and resides in the secondary school district;
- the person is at least 18 years of age and resides in the secondary school district
- the person is admitted under Section 39 of the Education Act, Resident pupil's right to attend secondary school in another district or zone, (see AP4280 - Admission of Out-of-District and Non-Resident Students).

### 3.3 The board of the secondary school that the adult pupil attends may charge a fee calculated in accordance with the regulations where the student:

- has completed elementary school and;
- has attended one or more secondary schools for a total of seven or more years.

## 4. Procedures for Admission of Elementary and Secondary School Students Residing on Tax-Exempt Land

### 4.1 As per subsections 46 (1) to (3) of the Education Act, school boards may charge a fee for students living on tax-exempt land. In Waterloo Region, this includes the University of Waterloo residences for graduate students and families. The addresses for tax-exempt land include:

200 University Avenue  
 196 Westmount Road N. (married student residence on tax exempt land) and  
 350 Columbia St. W (married student residence).

NOTE: The University of Waterloo is aware the Waterloo Region District School Board (WRDSB) requires fees for students who reside on tax-exempt land and refers to this in their lease agreements/publications to the parents.

4.1.1 After the start of the new school year, Financial Services will issue an invoice to parents of students living at the addresses listed above. Tax exempt land fees are \$40 per month, per family unit and are charged for each month, or partial month, for which a student is enrolled with the Waterloo Region District School Board. The maximum amount per family unit will not exceed \$400 for a school year. Payment of these fees may be made for the full amount or with ten post-dated cheques, dated the first of each month and made payable to the Waterloo Region District School Board.

4.1.2 A list of students residing at the above properties will be generated by the International Admissions Office at the end of September and again at the end of March each school year. Financial Services will issue invoices to the parent/guardian after September 30th and, if necessary, after March 31st of the current school year.

4.1.3 Financial Services will refund tax exempt land fees if a student is withdrawn, or changes their address to a taxable property. Refunds will be made for full months only. Partial months will not be refunded.

## 5. Registration and Admission Procedures

### 5.1 Student Registration

The parent/guardian must complete a registration form - either online or in hard copy. If an online registration is completed, the school is required to have the parent complete and sign the online attestation form (FS-19-H-OLR). If completing a paper registration, the parent or legal guardian must sign and attest to the information provided on the form.

All registration forms must include the date of admission, along with the signature of the Principal or designate authorizing admission. If the Principal delegates this authority using Form FS-18-02, the form must be on file, for audit purposes, designating authority to the staff member (secretary or designate).

## 5.2 Proof of Birth

Before enrolment and at the time of registration, the parent/guardian must provide proof of birth with one of the following documents.

- Canadian Birth Certificate
- Canadian Passport
- Canadian Citizenship Card
- Notice of Live Birth or Statement of Live Birth (if certified by the Registrar General)
- Confirmation of Permanent Residence Form
- Permanent Resident Card
- Indian Status Card
- Letter of Admission issued by the International Admissions Office
- Ontario Court Ordered document (in cases where an original proof of date of birth document is not available)

NOTE: Ontario Ministry of Health cards do not qualify as proof of birth.

Schools may wish to direct parents to the following website to apply for an Ontario birth certificate <https://www.ontario.ca/page/get-or-replace-ontario-birth-certificate>

The Ministry of Education has directed that proof of birth documentation must not be photocopied. The registration form contains an attestation section to be completed by school staff indicating they have reviewed the appropriate documents and captured all necessary information. Completed registration forms and/or online attestation forms should be stored in the student's Ontario Student Record (OSR).

## 5.3 Resident/Immigration Status

Schools are required to check and verify if the pupil enrolling is a Canadian citizen, permanent resident, or International student and admit accordingly (see AP4300 - Admission of International Born Students). Any student who cannot provide proof of Canadian citizenship or permanent resident status, including those in the application process, must be referred to the International Admissions Office.

## 5.4 School Boundaries

Schools are responsible for verifying if the pupil's parent(s) or guardian(s) reside within the school boundaries. In the case of eighteen-year-old students, check to see if his/her residence is within the boundaries.

5.4.1. Parent/ Guardian must provide proof of residence indicating name and address at the time of registration. Acceptable documents include:

- Purchase or rental agreement
- Current utility bill
- Current property tax bill
- Current home phone/internet/cable bill
- Bank statement or document from a financial institution.

NOTE: As per Ministry direction, a driver's license does not qualify as proof of residence.

5.4.2 If the student does not reside within the boundary, refer to the process outlined in AP1030 - Boundary Requests Elementary Schools, or AP1040 - Boundary Requests Secondary Schools.

## 5.5 Special Education/English as a Second Language Students

For the admission of students to Special Education classes, English as a Second Language (ESL) classes, or the admission of students from group homes, see Sections 6 and 7.

## 5.6 Student Health Information

5.6.1 Immunization information should not be collected by the school. Parents/Guardians should submit information directly to the Region of Waterloo Public Health Unit.

- 5.6.2 Health information and concerns are documented on the registration form and will be used to create a Medical Plan of Care. The Medical Plan of Care will be used to address any prevalent medical conditions as outlined in Policy 1006 – Supporting Students with Prevalent Medical Conditions.

## 6 Office Procedures and School Records

### 6.1 Admissions

- 6.1.1. Enter the student's information into the Student Information System and activate the student on the Register of Daily Attendance in accordance with Ministry Guidelines.
- 6.1.2. For students that have previously attended school, within or outside Ontario, a request for the Student Record must be made at the time of registration. Refer to AP1050 - Ontario Student Records (OSR) for specific information on how to make a request for the Student Record.
- 6.1.3. For new registrants, an OSR file must be created. (Refer to AP1050 - Ontario Student Records for information on the creation of an OSR.)
- 6.1.4. Enter the pupil's board-required registration data into the Student Information System within the first week of admission. (Refer to AP4810 – Board Required Pupil Data in the Student Information System for a list of the required data that must be entered.)

### 6.2 Transfers/Retirements

- 6.2.1 Inform appropriate staff member(s).
- 6.2.2 The transfer or retirement date entered into the Student Information System must be the school day immediately following the last day of attendance.  
**Note:** if the student is transferring to another school within the board, and the transfer occurs over an OnSIS count date, Oct 31 or March 31, the transfer date will be deemed to be the school day immediately following the count date.
- 6.2.3 Add student's name to the name to master/transfer retirement list.
- 6.2.4 Complete Ontario School Record (see AP1050 - Ontario Student Records (OSR) Office Index Card)):
- Section B;
  - Collate Progress Report(s), if necessary, and place into folder.
- Note:** If a pupil has been at school for six weeks or more, a Progress Report is to be filed at transfer or retirement. Complete Student Record of Accumulated Instruction in French as a Second Language, if applicable, and place into folder.
- 6.2.5 If the student is transferring, send the OSR upon request from the receiving school. Record the request in the Enrolment Tracking information and keep a copy of the request in the Enrolment Binder for the current, plus two, years. If the student is being retired, file the OSR in the "dead" files.
- 6.2.6. Enter the pupil's withdrawal data into the Student Information System– (refer to AP4350 - Enrolment Reporting).

## 7. Placement

- 7.1 As per the Ontario Ministry of Education document, "Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016", schools are encouraged to place students in age appropriate grade levels. The placement decision is based on documentation, such as the Individual Education Plan, report cards, assessment materials, attendance records and consultation with parents and the student.
- 7.2 Secondary school students who transfer from an Ontario secondary school will have credits transferred with them. For students transferring from home schooling, a non-inspected private school, or a school outside Ontario, the Principal of the receiving school will determine the total credit equivalency of the student's previous learning and the number of compulsory and optional credits still to be earned. Students will have to meet the provincial secondary school literacy requirement. Principals will determine the number of hours of community involvement activities the student will have to complete.
- 7.3 Final decisions regarding placement for elementary and secondary students are made by the Principal in consultation with the student, staff, and parents. The Principal will

communicate the placement decision, and the rationale for the placement, to the student and parents. The Principal should note the results of their assessment and the reasons for the decision in the student's OSR.

- 7.4 In group homes or institutions where there is an Educational Program, that classroom will be considered the home school for the student and the student will be placed through the completion of the standard registration form. If there is not an Educational Program in the group home, the student will be presented by the parent/guardian to the appropriate community school for enrolment.
- 7.5 Arrangements for the admission and placement of "special class" students are made through the principal in concert with Special Education personnel (AP1010 – Junior and Senior Kindergarten Registration).
- 7.6 ESL students should be placed with their **age** level students. Students who are new to Canada and have not received schooling in English should complete an assessment with the WRDSB Welcome Centre prior to enrolment to determine their appropriate grade and course placement.

## **8. Non-Resident Pupil becomes Resident Pupil**

### **8.1 International Students**

When a non-resident student from outside of Canada has received, or whose parents have been granted, permanent residence status, the student must be registered as a pupil of the board (see AP4300 – Admission of International Students). Confirmation of Permanent Residence papers or a Permanent Resident card should be reviewed by the school prior to changing the student's "Status in Country" information in the Student Information System.

## **9. Non-Resident First Nation and Inuit Students**

- 9.1 First Nation and Inuit students whose permanent residence is on-reserve are subject to tuition fees under the Education Act. Students with a permanent residence on-reserve should be directed to the International Admissions and Enrolment Analyst for registration.

## **10. Students in Interim Society Care (formerly Wards of Family and Children's Services) and Students in Extended Society Cared (formerly Crown Wards)**

- 10.1 All students who are in Interim or Extended Society Care are entered as "Pupils of the Board" in the Enrolment Register.
- 10.2 When a student in Extended Society Care is registered, the Principal should make a copy of the Society Care letter and keep it in the OSR documentation file.
- 10.3 Students in the care of the Children's Aid Society or Family and Children's Services should provide a letter from the agency and a court ordered document from an Ontario court