



# Administrative Procedure 4270

## ADMISSION AND REGISTRATION OF STUDENTS

Responsibility:	<i>Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<a href="#"><u>Education Act Part II – Student Attendance</u></a> <a href="#"><u>Education Act Section 33(5)- Evidence as Right to Attend</u></a> <a href="#"><u>Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2016</u></a> <a href="#"><u>Ministry of Education Memo 2018:SB08 - Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status</u></a>
Related References:	<a href="#"><u>FS-22-H Student Registration Form</u></a> <a href="#"><u>FS-19-02 Delegation of Signing Authority</u></a> <a href="#"><u>Administrative Procedure 1006 – Supporting Students with Prevalent Medical Conditions</u></a> <a href="#"><u>Administrative Procedure 1010 - Junior &amp; Senior Kindergarten Registration</u></a> <a href="#"><u>Administrative Procedure 1030 - Boundary Requests Secondary Schools.</u></a> <a href="#"><u>Administrative Procedure 1040 - Boundary Requests Elementary Schools</u></a> <a href="#"><u>Administrative Procedure 1050 - Ontario Student Records (OSRs)</u></a> <a href="#"><u>Administrative Procedure 1470 - Anaphylactic Management Plan</u></a> <a href="#"><u>Administrative Procedure 4280 - Admission of Out-of-District and Non-Resident Students</u></a> <a href="#"><u>Administrative Procedure 4300 - Admission of Foreign Born Students</u></a> <a href="#"><u>Administrative Procedure 4350 - Enrolment Reporting</u></a> <a href="#"><u>Administrative Procedure 4810 - Board Required Pupil Data in Trillium</u></a>
Reviewed:	
Revisions:	<i>January 2016, September 2019, November, 2023</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 person who attains the age of six years on or before 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 that year until the person attains the age of 18 years; and
- 2.2 Every person 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 the person attains the age of 18 years. 2006, c. 28, s. 5 (1).

### **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 lawful guardian resides in Waterloo Region
- the person is admitted under Section 35 of the Education Act, Resident pupil's right to attend a 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 (under age 18) and the person's parent or lawful 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 a 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. In Waterloo Region, 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).

4.1.1 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 (prorated) if a student is withdraws or changes their address to a taxable property. Partial months will not be refunded.

### **5. Registration and Admission Procedures**

#### **5.1 Student Registration**

The parent/lawful 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 sign the online attestation form. 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 IS-19-02, the form must be on file, for audit purposes, designating authority to the staff member (secretary or designate).

Prior to registering new students, the Principal's designate should complete admissions and enrolment training provided by Business Services to ensure student safety and audit compliance.

## 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
- Band/Indian Status Card
- Letter of Admission issued by the WRDSB International Admissions Office
- Ontario Court Ordered document (in cases where an original proof of date of birth document is not available and Child and Family Services are involved)

NOTE: As per the Ministry of Education, 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 copied. The registration form contains an attestation section to be completed by the Principal or designate indicating they have reviewed all of the appropriate documents. Completed paper 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 verify that 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, confirm that the student's residence is within the boundaries of the secondary school.

5.4.1. Parents/Legal Guardians 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. Schools will direct parents/guardians to 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 once the student has attended in person. 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. If an online registration is not completed, enter the pupil's 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 the student's name to the 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 in 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 in 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 must meet the provincial secondary school literacy requirement. To better determine accuracy in awarding credits, transfer credits may be awarded after the student has completed a full semester or year of schooling. Principals will determine the number of hours of community involvement activities the student will have to complete if transferring after Grade 9.
- 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 should be directed to the International Admissions and Enrolment Analyst for registration and may be part of the Reciprocal Education approach as outlined by the Ministry of Education.

## **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 provided they are Canadian citizens or have Permanent

Resident status. Students with temporary resident status in Canada should be directed to the WRDSB International Student Office.

- 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.