



SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD
STUDENT REGISTRATION and INFORMATION

School Student Enrolling At: _____ For Grade: _____

The following information will be used by school staff members to establish or update the student's Ontario Student Record (OSR) and the Office Index Card, which the District School Boards are required to maintain throughout Elementary and Secondary school, and to provide for contact in case of an emergency. Pertinent data will be shared with the administrative staff e.g. Transportation Department, as necessary. Parents/guardians/adult students need to inform the school of any changes in this information. This personal information is being collected and will be maintained in keeping with Freedom of Information and Privacy legislation. It may be accessed by the student and the parent/guardian of a student under 18 years of age, as well as by school staff. **Starred fields (*) must have supporting documentation submitted with the registration form.**

STUDENT INFORMATION

SCHOOL USE ONLY

PUPIL #: _____ OEN #: _____

Gender: Male Female Religion: _____

Legal Last Name: _____ Date of Birth: _____
(DD-MMM-YYYY)

Usual Last Name: _____

Legal First Name: _____ Home Ph #: _____ Unlisted: Yes No

Preferred First Name: _____ Legal Middle Name: _____

Student's First Language: _____ Primary Language Spoken at Home: _____

***Proof of Birth:** Birth Certificate Baptismal Certificate Other: _____

Home Address: _____
Street # /911# Street Name Apt #

City/Town/Municipality Name of Township Postal Code

Mailing Address: Same as Home Address _____
RR # PO Box Conc/Comp Lot/Site

City/Town/Municipality Postal Code

Transportation Address: Same as Home Address _____
RR # PO Box Conc/Comp Lot/Site

City/Town/Municipality Postal Code

***Proof of Address:** _____ (e.g. purchase/lease agreement, utility bill, etc.)

PREVIOUS SCHOOL INFORMATION

Previous School Board: _____ Previous School: _____

Address: _____ Last Day of Attendance: _____

PARENT / GUARDIAN INFORMATION

Custody Information: Both Parents Mother Only Father Only Shared Joint Guardian C.A.S.

***If special custody arrangements are in place, please provide court documentation to be filed in OSR.**

Living With: Both Parents Mother Only Father Only Guardian Other C.A.S.

Community
Agency Support:

(If Applicable)

Agency Name

Contact Worker

Phone (area code & ext)

Mother:

Emergency
Contact

Last Name

First Name

Home Address (if different from student)

Home Ph (area code)

Work Phone (area code & ext)

Cell Phone#

Pager #

Email Address

Religion

Father:

Emergency
Contact

Last Name

First Name

Home Address (if different from student)

Home Ph (area code)

Work Phone (area code & ext)

Cell Phone#

Pager #

Email Address

Religion

Step Mother:

Last Name

First Name

Home Address (if different from student)

Home Ph (area code)

Work Phone (area code & ext)

Cell Phone#

Pager #

Email Address

Religion

Step Father:

Last Name

First Name

Home Address (if different from student)

Home Ph (area code)

Work Phone (area code & ext)

Cell Phone #

Pager #

Email Address

Religion

PARENT / GUARDIAN INFORMATION continued

Other
Emergency
Contact:

Last Name First Name Home Address (if different from student)

Home Ph (area code) Work Phone (area code & ext) Cell Phone # Relationship to Student

Permission to pick up child? Yes No

Other
Emergency
Contact:

Last Name First Name Home Address (if different from student)

Home Ph (area code) Work Phone (area code & ext) Cell Phone# Relationship to Student

Permission to pick up child? Yes No

Day Care
Information:

Name of Day Care Contact Name Address

Phone Number

Permission to pick up child? Yes No

SPECIAL EDUCATION

Yes No

Has student received Special Education support in a regular or separate classroom?

If yes, please explain. _____

Yes No

Has student received a diagnosis? If yes, please explain. _____

Yes No

Has student been identified through the Identification, Placement and Review Committee (IPRC)

process? If Yes, designation? _____

Yes No

Does the student have personalized equipment funded by the school board? (e.g. computer, FM

system). Please describe. _____

*(If possible please provide school with a copy of the latest IPRC & Individual Education Plan)

CITIZENSHIP INFORMATION

Please refer to documentation checklist on last page for documents that must be verified for this registration.

Canadian Citizenship (Child born in Canada):

City of Birth: _____ Province: _____

Permanent Resident:

Date became a permanent resident: _____
(DD-MMM-YYYY)

Study Permit for Visa Student: (Visitor Record)

Study Permit valid from: _____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Letter of Approval from Superintendent
 Supporting Documents

Fees Paid _____
(DD-MMM-YYYY)

Voluntary Self Identification:

First Nation, Métis and Inuit Students:

Please check as applicable:
 First Nation (residing on reserve and paying tuition fee)
 First Nation (residing within jurisdiction of school board)
 Métis
 Inuit

FOR MORE INFORMATION PLEASE SEE OUR WEBSITE
<http://smcdsb.on.ca>

Refugee Status

Expiry date: _____
(DD-MMM-YYYY)

Parent's Work Permit or Study Permit:

Study Permit valid from: _____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Student's Study Permit:
 Permit expiry date: _____
(DD-MMM-YYYY)

NOTE: THIS STUDY PERMIT IS GIVEN TO A CHILD ACCOMPANYING A PARENT HERE ON A WORK PERMIT. STUDY PERMIT NOT REQUIRED FOR STUDENT IF PARENT IS ON A STUDY PERMIT.

Exchange Student: Attending host school Agency:

_____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Other:

Diplomat Status/Minister's Permit/ Visitor's Record

**PLEASE CONFIRM WITH THE SUPERINTENDENT'S OFFICE, THE REQUIRED DOCUMENTATION & APPLICABLE FEES.

Confirmation of Documentation and Student Eligibility for ESL/ELD Funding

If student not born in Canada please indicate the following:

Country of Birth: _____ Citizen of: _____

Original Date of First Entry into Canada _____
(DD-MMM-YYYY)

(VERIFICATION OF PASSPORT SHOWING CANADIAN DATE OF ENTRY STAMP PHOTO I.D. AND VISA IS REQUIRED.)

Date of Entry Stamp _____

Confirmation of Student Registration Documentation:

I certify that the information contained on this form is accurate and that I have examined and verified the applicable information as indicated. This personal information will be maintained in keeping with Freedom of Information and Privacy Legislation.

Parent/Guardian/Custodian:

Name: _____

Relationship to Student: _____

Signature: _____

Date: _____

Principal:

Office Administrator:

Name: _____

Name: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

SIBLING INFORMATION

If student has brothers or sisters in this school, please indicate below.

Last Name(s), First Name(s) _____

MEDICAL INFORMATION

Allergies & Health Conditions: _____ Life Threatening: Yes No
(Allergy or Health Condition)

_____ Life Threatening: Yes No
(Allergy or Health Condition)

Name of Medication(s): _____

*Copy of Immunization Card submitted

RELEASE OF INFORMATION (please check off below what you are in agreement with and what you are signing for)

- I hereby release the above information to the Simcoe Muskoka Catholic District School Board for the uses noted. In addition, I certify that I am the parent or legal guardian of the above student, or that I am an adult student 18 years of age or older, and the information is correct.
- If the school has an emergency contact system (e.g. telephone call-out system for early school closure, field trip emergency contact, etc.), I hereby consent to have the Principal release necessary information, such as names and telephone numbers given above, to anyone directly involved in that system.
- I give permission for appropriate school staff to contact my child's previous school to gather information for the purposes of academic programming.

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

(DD-MMM-YYYY)

SCHOOL USE ONLY: Busing Information

ROUTE #	STOP TYPE	TIME	DAYS OF WEEK	STOP DESCRIPTION
			M T W T F	
			M T W T F	
			M T W T F	
			M T W T F	

FOR BOARD OFFICE PURPOSES REGARDING DIRECTION OF SUPPORT

Is either parent baptized Roman Catholic? Yes No

Is the student baptized Roman Catholic? Yes No Tax Support: Separate Public

Provincial Legislation states that only individuals baptized Roman Catholic, have the right to direct their taxes to the Separate School system.

Direction of Tax Support and/ Roman Catholic Separate School Support Lease has been completed.

Note: Direction of support cannot be split between the Catholic school board and the public school board.

REQUIRED DOCUMENTATION CHECKLIST

REGISTERING FOR ELEMENTARY SCHOOL

CANADIAN BORN STUDENTS

Registering for elementary school

- Child's Roman Catholic Baptismal Certificate/ Parental Roman Catholic Baptismal Certificate
- Child's Birth Certificate
- Child's Immunization Card
- Latest Municipal Tax Assessment (MPAC)/Tax Bill
- Completed Application for Direction of School Support Form and/or School Support Lease
- Proof of Address
- Recent IPRC & IEP assessments (if applicable)

Office use only: copies of documentation for students born in Canada must remain in the OSR.

STUDENTS NOT BORN IN CANADA

Registering for elementary school

- Child's Roman Catholic Baptismal Certificate/ Parental Roman Catholic Baptismal Certificate (Copy in OSR)
- Child's Birth Certificate (Copy in OSR)
- Child's Immunization Form (Copy in OSR)
- Latest Municipal Tax Assessment (MPAC)/Tax Bill (Copy in OSR)
- Proof of Address (Copy in OSR)
- Completed Application for Direction of School Support Form and/or School Support Lease (Forwarded to Planning Dept)
- Passport Verification (showing Canadian stamped date of entry, picture and Visa) (Do Not Copy)

Documentation indicating Immigration Status in Canada may include one of the following:

- Canadian Citizenship Card
- Permanent Residence Card, Confirmation of Permanent Residency Paper or Permanent Residence Application with receipt
- Study Permit
- Work Permit
- IMM 1442 Refugee documentation
- Minister's Permit to Come Into/Remain in Canada
- Record of Landing (IMM5292 or 1000)
- Other (please specify) _____

Other Required Documentation for Visa Students:

- Superintendent's Approval Letter
- Fees Paid (If applicable – contact the Superintendent's Office)
- Notarized Guardianship Agreement
- Insurance Coverage/Certificate:
Valid from _____ to _____
DD-MMM-YYYY DD-MMM-YYYY

****Please ensure that you have adequate health/medical coverage.**

REGISTERING FOR SECONDARY SCHOOL

CANADIAN BORN STUDENTS

Registering for secondary school

- Most Recent Report Card
- Transcript
- Attendance Record
- Birth Certificate
- Latest Municipal Tax Assessment (MPAC)/Tax Bill
- Completed Application for Direction of School Support Form and/or School Support lease
- Proof of Address
- Recent IPRC & IEP assessments (if applicable)
- Child's Immunization Card

Office use only: copies of documentation for students born in Canada must remain in the OSR.

STUDENTS NOT BORN IN CANADA

Registering for secondary school

- Report Card from last school attended (Copy in OSR)
- Transcript (Copy in OSR)
- Child's Birth Certificate (Copy in OSR)
- Child's Immunization Form (Copy in OSR)
- Latest Municipal Tax Assessment (MPAC)/Tax Bill (Copy in OSR)
- Proof of Address (Copy in OSR)
- Completed Application for Direction of School Support Form and/or School Support Lease (Forwarded to Planning Dept)
- Passport Verification (showing Canadian stamped date of entry, picture and Visa) (Do Not Copy)

Documentation indicating Immigration Status in Canada may include one of the following:

- Canadian Citizenship Card
- Permanent Residence Card, Confirmation of Permanent Residency Paper or Permanent Residence Application with receipt
- Study Permit
- Work Permit
- IMM 1442 Refugee documentation
- Minister's Permit to Come Into/Remain in Canada
- Record of Landing (IMM1000)
- Other (please specify) _____

Other Required Documentation for Visa Students:

- Superintendent's Approval Letter
- Fees Paid (If applicable – contact the Planning Department)
- Notarized Guardianship Agreement
- Insurance Coverage/Certificate:
Valid from _____ to _____
DD-MMM-YYYY DD-MMM-YYYY

****Please ensure that you have adequate health/medical coverage.**

Office use: Documentation for students not born in Canada must be verified using p.4 of the URF. All documents must be current and clear and officially translated into English when verified. Please ensure the Registration Form is retained in the OSR.