

## STUDENT INFORMATION AND ELIGIBILITY ATTESTATION FORM

[To be completed by Board Employee ONLY]

This form will be used by school staff members to collect information to allow the Ministry to conduct audits. The principal purpose for the collection of this information is to provide confirmation of:

- Pupil Eligibility for English as a Second Language (ESL)
- Pupil Residency
- Pupil Eligibility to attend an Ontario school without paying tuition fees

**IMPORTANT:** A current copy of the Registration Form or printed Student Information Verification from PowerSchool (PS) **MUST** be attached to this form to support the validation of information provided. Failure to include one of these two registration information documents will make this form null and void.

(Note: A Parent/Guardian or Adult Student signature must be included on this form OR the attached registration/printed verification form)

### SECTION 1

### STUDENT INFORMATION

PUPIL LEGAL LAST NAME \_\_\_\_\_ Gender: ☐ M ☐ F

PUPIL LEGAL FIRST NAME \_\_\_\_\_ Self-identified Gender: \_\_\_\_\_

ADMISSION STATUS (must check one): ☐ Pupil of the Board ☐ Other Pupil

### SECTION 2

### PREVIOUS SCHOOL INFORMATION

First time registering for school ☐

Previous School Board \_\_\_\_\_ Last Day of Attendance \_\_\_\_\_  
DD-MMM-YYYY

If outside of province, please indicate province or country and language of instruction:

Province/Country \_\_\_\_\_ Language of Instruction \_\_\_\_\_

Schools are reminded of their obligations, in particular as they relate to the collection and retention of personal information, under the *Municipal Freedom of Information and Protection of Privacy Act*. For this reason, photocopies of a student's personal or immigration documentation (e.g. birth certificates, passports, visas) should not be retained in a student's Ontario Student Record (OSR) at the time of registration.

### SECTION 3

### SUPPORTING DOCUMENTATION

PROOF OF DATE OF BIRTH/LEGAL NAME (mandatory): \_\_\_\_\_

If *Other* (code 98) is indicated on the PS Info verification form, please specify the document viewed

PROOF OF ADDRESS (mandatory): (at time of registration must check one document viewed; up to 2 changes of address may be recorded on this form; an updated Student Information Verification print out from PowerSchool must be attached for each change of address along with written direction for the address update.)

- ☐ Current Agreement of Purchase and Sale  
☐ Current Utility Bill  
☐ Current Property Tax Bill  
☐ Current Home Phone/Cable/Internet Bill  
☐ Other: please specify \*

\* \_\_\_\_\_  
 Date viewed: \_\_\_\_\_

#### Change of address verified:

- ☐ Current Agreement of Purchase and Sale  
☐ Current Utility Bill  
☐ Current Property Tax Bill  
☐ Current Home Phone/Cable/Internet Bill  
☐ Other: please specify \*

\* \_\_\_\_\_  
 Date viewed: \_\_\_\_\_

#### Change of address verified:

- ☐ Current Agreement of Purchase and Sale  
☐ Current Utility Bill  
☐ Current Property Tax Bill  
☐ Current Home Phone/Cable/Internet Bill  
☐ Other: please specify \*

\* \_\_\_\_\_  
 Date viewed: \_\_\_\_\_

**Note:** \* Cell phone bills, Driver's License or Health Card are not acceptable for Ministry audit purposes

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### SECTION 4 CITIZENSHIP/IMMIGRATION INFORMATION (one of Sections 4A to 4G is mandatory)

Parent must present proof of child's entry into Canada. Date of entry is the date that the student enters Canada to live, not a short-term visit/vacation in Canada taken beforehand. Check off the document presented and record the date on the document (should match the date of entry). For more clarification on requirements in this section, please refer to the [Enrolment Register Instructions for Elementary and Secondary Schools](https://www.ontario.ca/page/enrolment-register-instructions) (<https://www.ontario.ca/page/enrolment-register-instructions>) and [Memorandum 2018: SB08](https://efis.fma.csc.gov.on.ca/faab/Memos/SB2018/SB08%20EN.pdf) (<https://efis.fma.csc.gov.on.ca/faab/Memos/SB2018/SB08%20EN.pdf>)

#### 4A Canadian Citizenship/Permanent Resident/Self-Identified Indigenous Student

- ☐ Canadian Citizenship (Student born in Canada)  
City of Birth: \_\_\_\_\_  
Province: \_\_\_\_\_  
Specify document viewed: \_\_\_\_\_ → Please go to **SECTION 6**
- ☐ Canadian Citizenship (student born outside Canada)  
Please go to Permanent Resident (below)  
then **SECTION 5** if necessary, or **SECTION 6**
- ☐ Permanent Resident (check one)  
☐ Parent/Guardian ☐ Student (if 18 years+) Date became permanent resident \_\_\_\_\_  
(DD-MMM-YYYY)
- ☐ Stage One Approval Letter Date of Letter \_\_\_\_\_  
(DD-MMM-YYYY)
- ☐ Equivalent Documentation from Immigration, Refugees and Citizenship Canada (IRCC)  
confirming approval in principle (specify below type of document with date)  
Type of Document \_\_\_\_\_ Date \_\_\_\_\_  
(DD-MMM-YYYY)
- ☐ Self-Identified Indigenous Student - Aboriginal Ancestry: (Please check one)  
☐ First Nation ☐ Métis ☐ Inuit → Please go to **SECTION 4B**, or **SECTION 6** as applicable

#### 4B Fee Paying Students (check one)

- ☐ Upper Canada Leger Centre (UCLC) supported International Learning Student
- ☐ Ahkwesahsne Mohawk Board of Education (AMBE) ☐ Out of Province
- ☐ Student Study Permit for Visa Student valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)
- ☐ Visitor Record valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Please go to **SECTION 5**

#### 4C Exchange Student Attending Host School (N/A for First Nations students on a REA/ESA)

Exchange Agreement Agency \_\_\_\_\_

Duration of Exchange \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Name of Reciprocal Student \_\_\_\_\_ Country of Reciprocal Student \_\_\_\_\_

Please go to **SECTION 5**

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### 4D Refugee Status

- ☐ Documentation from IRCC confirming Refugee Status

Date of Entry stamped on document \_\_\_\_\_  
(DD-MMM-YYYY)

- ☐ Consideration of Eligibility (Convention Refugee)

Date of Entry stamped on document \_\_\_\_\_  
(DD-MMM-YYYY)

Please go to **SECTION 5**

### 4E Parent/Guardian's Study Permit

- ☐ Parent's Acceptance Letter confirming the parent will be a full-time student at a qualified university, college or institution in Ontario. (retain copy in child's OSR)

- ☐ Parent Study Permit valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Verify below that the parent is a full-time student enrolled in program that leads to graduation with a postsecondary degree or diploma (check one)\*\*

- ☐ Degree ☐ Diploma ☐ Certificate

Note: \*\*If the parent/guardian is enrolled in a full-time program that leads to graduation with a postsecondary degree, diploma or certificate, but requires ESL program as a prerequisite, their child(ren) may qualify for tuition exemption if they have a conditional letter of acceptance from a qualified post-secondary institution. Certificate programs are recognized for funding purposes if they meet the Certificate III requirements within the Ontario Qualifications Framework.

Please go to **SECTION 5**

### 4F Parent/Guardian's Work Permit

- ☐ Documentation from IRCC confirming approval of Work Permit (i.e. actual work permit to be issued at a later date)

- ☐ Parent Work Permit valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

- ☐ Student Study Permit \*\*\* (Parent's work permit to be issued at a later date)  
valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Note: \*\*\*This student study permit is given to a child accompanying their parent on a work permit to Ontario.

Please go to **SECTION 5**

### 4G Other

- Diplomat Status/Minister's Permit valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Please go to **SECTION 5**

## SECTION 5 CONFIRMATION OF DOCUMENTATION AND STUDENT ELIGIBILITY FOR ESL/ELD FUNDING

Country of Birth \_\_\_\_\_ Citizen of \_\_\_\_\_

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

- ☐ Verified Canadian Stamped Date of Entry on Passport  
☐ Confirmation of Permanent Residence Form 5292 (Box 36 – Original Date of Entry and Box 45 – Date became a Permanent Resident)  
☐ Permanent Resident card (original date of entry)  
☐ Consideration of Eligibility – Convention Refugees – Date stamped

Please go to **SECTION 6**

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### SECTION 6

### PARENT/LEGAL GUARDIAN INFORMATION

#### 6A Student under 18 years old living with parent(s)/guardian(s)/other

Parenting Information\*\*\*\*

☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Shared ☐ Joint ☐ Guardian ☐ C.A.S. ☐ UCLC Guardian

Living with

☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian ☐ Other ☐ C.A.S.

Note: \*\*\*\*Written Parenting Order is required for Ministry audit purposes if parenting is not indicated as 'Both Parents'. Please go to **Section 6C** if necessary or **Section 7** if 'Both Parents'

#### 6B Student 16 years to 18+ self-sufficient

☐ Minor living on own (16 – 17 years), documentation on file

☐ Adult Student 18 years and older

Please go to **SECTION 7**

#### 6C Guardianship: (Complete only if applicable)

☐ Parenting Order reviewed (N/A for First Nations students on a REA/ESA. Can be checked for UCLC students as agreements are on file with UCLC if needed)

If there is no Parenting Order, then all the following criteria must be met (check Yes or No) in order for the child to attend school without the payment of a tuition fee. (UCDSB Cooperative Parenting School Instructions Form is a suitable substitute for a court issued document)

- ☐ Yes ☐ No 1) The student is a Canadian citizen or a permanent resident of Canada.
- ☐ Yes ☐ No 2) The guardian is a member of the student's immediate family and resides in Ontario in the school board jurisdiction in which the student wants to attend school.  
Immediate Family Relationship (please specify) \_\_\_\_\_
- ☐ Yes ☐ No 3) The guardian is assuming full responsibility for the care and well-being of the student, and the student is residing with the guardian throughout the custody period
- ☐ Yes ☐ No 4) A written agreement is in place between the parents of the student and the guardian that sets out all of the above, as well as the respective responsibilities of the parents and the guardian.

### SECTION 7

### ATTESTATION OF PUPIL ELIGIBILITY

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 applicable freedom of information and protection of privacy legislation.

Pursuant to the Education Act, the Minister may require school boards to disclose personal information for the purpose of ensuring compliance with the Act, its regulations, policies, and guidelines.

Parent / Guardian (or adult student)		School Board/School Official	
Name (please print):		Name / Position: (please print)	
Signature:		Signature:	
Date:		Date:	