Guidance Permission Form
Night School **e-Learning** and
Summer School **e-Learning**

Student: Complete sections A, B, and C of this form (please print clearly), and submit to your Guidance Counsellor at your home school.

Guidance Counsellor: If student is eligible please complete section D of this form, and send a confirmation email to coned.elearning@yrdsb.ca. This email should include the **student's full legal name**, **OEN**, and **course code(s)**. Please keep this form for your office records.

A) Student Information

Student Name:_____
Enter your full name as listed on your report card

OEN: _____

Grade: _____

Date of Birth (DD/MM/YYYY):_____

Email: _____

Home Phone: _____

Home Address:
_____
_____
_____

Please note:

Applications will be accepted on a first-come, first-served basis based on the successful completion of all steps in the application process. Applicants who do not complete all steps of the application process will not be considered for acceptance into Night School e-Learning or Summer School e-Learning.

B) Course(s) Requested

Subject:_____   Course Code: _____

Subject:_____   Course Code: _____

Student Signature: _____

C) Parent/Guardian Approval

Parent/Guardian: _____
Please print

This student has my approval to enroll in the course(s) listed above:

_____
Parent/Guardian Signature

*Parent/Guardian signature is only required if student is under 18 years of age

D) Principal/Designate Approval

Principal/Designate must sign before a student can be enrolled. This will confirm that this student meets all re-quirements for enrollment in the course(s) listed above, and that this student is not currently under suspension, expulsion or attending a program for expelled students.

_____
Name of Principal/Designate

_____
Principal/Designate Signature

Date: _____

To Do...

☐ Meet with Guidance Counsellor to determine if you qualify for Night School or Summer School e-Learning.

☐ Fill out sections A, B, and C of the registration form and submit to your home school guidance office.

☐ Receive guidance permission/ask guidance to send an email to coned.elearning@yrdsb.ca.

☐ To reduce technical difficulties ensure that:
1) "**yrdsb.ca**" is an allowed domain name in your email.
2) the pop-up blocker is disabled on your browser.

☐ Complete online application and pay the $20 non-refundable application fee (after receiving guidance per-mission).

☐ Check that you have received three (3) automatic emails upon submitting your online application.

☐ If you did not receive three (3) automatic emails, please send an email immediately to coned.elearning@yrdsb.ca. Provide your first and last name in the email.

☐ Read the Important Dates and make note of the exam periods. www.yrdsb.ca/schools/e-learning/ NewsEvents/Pages/School-Calendar.aspx

☐ Check your email regularly for updates regarding your application status.

Website: www.coned.elearning.yrdsb.ca
Email: coned.elearning@yrdsb.ca