



This Section for Office Use Only

OEN #

Student #

Grade

Admit Date:

Entered in SIS:

Secondary Student Registration Form

- 1) Save this Form to your computer Desktop
- 2) Open using Adobe Acrobat Reader DC > File > Save (when done)

Student Information

Legal Name - Family Name, First Name and Middle Name

Preferred Name - Last Name, First Name

Date of Birth:

(yyyy/mm/dd)

Current Year Grade

Siblings At This School

☐ Yes ☐ No

Name: _____

Name: _____

Gender

☐ M

☐ F

☐ Prefer Not to Disclose

☐ Prefer to Specify

Gender Identity

(Two-Spirit, Agender, Another Gender, Bigender, Gender Diverse, Genderfluid, Genderqueer, Intersex, Nonbinary, Trans Boy, Trans Feminine, Trans Girl, Trans Man, Trans Masculine, Trans Woman)

#/Street

Unit #

City/Town

P.O. Box or RR#

☐

☐

Municipality

Postal Code

Home Phone #

Cell Phone #

Country of Birth:

Country of Last Residence:

Province of Birth:

Arrival Date:

Country of Citizenship:

Status In Canada:

First Language:

Preferred Language:

Additional Languages:

Student Identification Through IPRC ☐ Yes ☐ No

Student has an IEP ☐ Yes ☐ No

If the student is considered to be of Indigenous ancestry, please check all categories that apply:

☐ First Nation ☐ Métis ☐ Inuit

Medical Alert Information

Note: Only to be completed when a health care plan or an essential routine health plan is required, in consultation with the school Principal

Medical Condition(s)

Please check all that apply.

Lifesaving Medication

(Epipen, Puffer, etc.)

Lifesaving Medication Location(s)

Medical Alert Notes

☐

Anaphylaxis

☐☐

Asthma

☐☐

Diabetes

☐☐

Seizures

☐☐

Other:

☐

Parent/Legal Guardian Information				
Custody Information****: ☒ Both Parents ☐ Mother Only ☐ Father Only ☐ Shared ☐ Joint ☐ Guardian ☐ C.A.S.				
Living With: ☒ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian ☐ Other ☐ C.A.S.				
Note: ****Written Custody Agreement or Court Order should be retained in the students' OSR.				
Parent/Guardian Information #1				
Name - Last Name, First Name:				
Relationship to Student: (Agency, Children's Aid, Foster Parent, Host Family, Legal Guardian)				Salutation:
Emergency Contact Priority: 1 ☒ 2 ☒ 3 ☒				
Parent/Guardian:		Custody: ☐	Lives with Student: ☐	Special Custody: ☐
Access to Records: ☐		Speaks School Language: ☐	Receives Mail: ☐	
Home Phone # ☐ Priority		Cell Phone # ☐ Priority		
Business Phone # Extension #		Email address		
Address (if different from student) #/Street:				
City/Town	Unit #	P.O. Box/RR# ☐ ☐	Municipality:	Postal Code:
Parent/Guardian Information #2				
Name - Last Name, First Name:				
Relationship to Student: (Agency, Children's Aid, Foster Parent, Host Family, Legal Guardian)				Salutation:
Emergency Contact Priority: 1 ☐ 2 ☒ 3 ☒				
Parent/Guardian:		Custody: ☐	Lives with Student: ☐	Special Custody: ☐
Access to Records: ☐		Speaks School Language: ☐	Receives Mail: ☐	
Home Phone # ☐ Priority		Cell Phone # ☐ Priority		
Business Phone # Extension #		Email address		
Address (if different from student) #/Street:				
City/Town	Unit #	P.O. Box/RR# ☐ ☐	Municipality:	Postal Code:
Emergency Contact Information (other than Parent)				
Name - Last Name, First Name				
Relationship to Student: (Daycare Provider, Friend/Neighbour, Relative, Parents Partner, Sibling, YRDSB Staff, Other)		Emergency Contact Priority: 1 ☐ 2 ☒ 3 ☒		
Home Phone # ☐ Priority		Cell Phone # ☐ Priority		
Business Phone # Extension #		Email address		

Educational Background			
Have you ever attended a YRDSB school? ☐ Yes ☐ No If yes, please indicate name of school:			
Previous School Attended:			
Address #/Street:			
City:	Province/State:	Country:	Postal Code:
Previous Board Attended:			
Departure Date:		Last Grade Attended:	
Home School (if attending on a transfer):			
Transfer Reason:		First Entry into Secondary School (yyyy/mm/dd)	
Has your child previously received ESL Assistance? ☐ Yes ☐ No		Has there been a SEA claim for your child? ☐ Yes ☐ No ☐ Unsure	
Has your child previously received Special Education Assistance? ☐ Yes ☐ No ☐ Unsure			
Student Identification Through IPRC ☐ Yes ☐ No		Student has an IEP ☐ Yes ☐ No	
Has your child ever been expelled from another school? Yes ☐ No ☐		If yes, was the student re-admitted? Yes ☐ No ☐	
Is this student currently under suspension from any school? Yes ☐ No ☐		If Yes, Name of School:	
Subscribe to Commercial Electronic Messages			
In accordance with Canada's Anti-Spam Legislation (CASL), YRDSB schools require your consent to send electronic messages of a commercial nature, such as but not limited to, promotions or advertisements about school fundraisers, lunch programs, book fairs, and the sale of yearbooks, prom, or dance tickets, and other similar offers. You can subscribe or unsubscribe your e-mail address at any time by visiting your school's website or by selecting the 'unsubscribe' link located at the bottom of a commercial electronic message. Note: Parents/Guardians will continue to receive notifications on all other school matters that are not of a commercial nature such as information nights, student absences, or inclement weather days. Do you consent to receive electronic messages of this nature? Parent/Guardian 1: ☐ Yes ☐ No Parent/Guardian 2: ☐ Yes ☐ No			
Notice to Parents/Guardians			
Personal information on this form is collected under the authority of the Education Act, R.S.O. 1990, c. E.2, s. 266.2 and managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. It will be used to establish your child's Ontario Student Record and to administer your child's registration, admission, enrollment into, and attendance at a YRDSB school. Questions about the collection and use of your personal information can be directed to your school's principal or to the YRDSB's Privacy Office, 60 Wellington Street West, Aurora, Ontario L4G 3H2 or (905) 727-0022. For more information about how we collect and handle your personal information, please visit our Privacy Notice at https://www2.yrdsb.ca/privacy-notice I hereby certify that the above information contained on this form is accurate. Failure to provide the required documents and/or providing information that is not true and accurate can/may result in the revocation of the child(ren)'s registration in a YRDSB school.			
Signed (Parent/Guardian)		(Print Parent/Guardian Name)	
Click "Sign" in the toolbar at the top of the page. Then draw, type, or choose an image for your signature. Then click "Apply" to place your signature on the form.		Date yyyy/mm/dd	
Note: The 'Required Documentation' form MUST be signed and attached to this Registration Form then filed in the OSR and remains until 5 years post-retirement for Ministry audit purposes. If student leaves YRDSB, it is removed before the OSR is sent. No identity documents are to be copied and filed in the OSR.			

Office Use Only			
Elementary and Secondary Registration - Required Documentation			
Student Number:		OEN#:	
Track:	Grade:	Homeroom:	Register:
Program:		Admit Date:	Admit Code:
Bussing Required: ☐ Y ☐ N			
OSR Status:		Requested Date:	Received Date:
OEN Status:		Requested Date:	Received Date:
Note: Birth Verification Documents can be copied for future OEN verification. Once that occurs the record MUST be destroyed.			
Check appropriate boxes below then verify accuracy by completing the Sign Off section on page 6.			
School Records			
☐ Transcript ☐ Most Recent Report Card ☐ OSSLT			
☐ Community Involvement Hours Completed _____			
Birth Verification			
☐ Birth Certificate/Statement of Live Birth/Birth Registration ☐ Certificate of Registration of Birth Abroad ☐ Notice of Decision from IRCC ☐ Refugee Claimant Form (IMM 1442) ☐ Canadian Refugee Certificate of Identity ☐ Canadian Refugee Travel Document ☐ Permanent Resident Card (PRC) (Maple Leaf Card) ☐ Citizenship Record of Landing (IMM 1000) ☐ Permit to come into and remain in Canada ☐ Adoption Papers ☐ Baptismal Certificate ☐ Legal Change of Name Document ☐ Marriage Certificate or Marriage Registration ☐ Divorce Decree ☐ Passport/Study Permit/Visitor Record ☐ Visa - Student ☐ Visa - Other ☐ Citizenship Card/Certificate of Canadian ☐ Certificate of Indian Status ☐ Immigration Papers, Specify: _____ ☐ Other ☐ Not Available			

Canadian Citizen

Permanent Resident (check one)

☐ Confirmation of Permanent Resident Document Confirmation of Permanent Resident Document Date: _____
 (yyyy\mm\dd)

Date: _____
(yyyy\mm\dd)

☐ Consideration of Eligibility (Convention Refugee) Date of Entry (stamped date on document): _____
(yyyy/mm/dd)

Verify below that the parent is a full-time student enrolled in a program that leads to graduation with a postsecondary certificate, diploma or degree (check one): ☐ Certificate ☐ Diploma ☐ Degree

Work Permit valid from: _____ to _____
(yyyy\mm\dd) (yyyy\mm\dd)

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

☐ Student Study Permit/ Visitor Record (fee paying) Expiry Date _____
(yyyy/mm/dd)

Confirmation of Documentation and Student Eligibility for ESL/PANA Funding			
Country of Birth: _____		Citizen of: _____	
Original Date of First Entry into Canada: _____ (yyyy\mm\dd)			
☐ 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			
Special Custody or Guardianship			
☐ Yes ☐ Copy of Family Court Order filed in OSR			
Tax Support			
☒ Public ☐ Separate		☐ Direction of School Support Form completed and filed in OSR. (only required for new students)	☐ Permission to Attend Form
ESL/ELD and Special Education			
ESL/ELD Status:	Special Education:	Alternative Program	☐ Yes
Level:	SEA Claim ☐ 1 ☐ 2 ☐ 3 ☒ 4	French Immersion	☐ Yes
	Student has IEP:		☐ Yes
Sign Off This form is to be completed and attached to the Registration Form.			
Documentation Verified by: _____		Date: _____	
Registration Entered By: _____		Date: _____	
Note: The 'Required Documentation' form MUST be signed and attached to this Registration Form then filed in the OSR and remains until 5 years post-retirement for Ministry audit purposes. If student leaves YRDSB, it is removed before the OSR is sent. No identity documents are to be copied and filed in the OSR.			