

Registration and Admission of Students

Administrative Procedure

Status:	Active
Effective:	September 2017
Revision Date:	January 2025
Review Date:	January 2029
Responsibility:	Superintendent of Education (School Operations)

INTENDED PURPOSE:

The Halton District School Board (HDSB) is committed to registering all children of compulsory school age including children of International origin.

PROCEDURES:

1. Eligibility Requirements

A student has the right to attend a school if they qualify in each of the following categories: age, guardianship, school boundary guidelines, residency status, and immunization. Eligible students have the right to be registered in a school at any point during the school year.

1.1. Age Requirement

- 1.1.1. Children may register for kindergarten in September of the calendar year in which they turn 4 years of age.
- 1.1.2. Students are eligible to attend day school until June of the year in which they turn 21 years of age.
- 1.1.3. An Adult Student is a student who turns 21 years of age by December 31 of the current calendar year.
- 1.1.4. Acceptable documents establishing proof of age include:
 - 1.1.4.1. Birth Certificate
 - 1.1.4.2. Baptismal Record
 - 1.1.4.3. Canadian Passport
 - 1.1.4.4. Canadian Citizenship Card or Certificate
 - 1.1.4.5. Record of Landing (IMM 1000)
 - 1.1.4.6. Confirmation of Permanent Residence (IMM 5292)

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- 1.1.4.7. Permanent Residence Card
- 1.1.4.8. Consideration of Eligibility (IMM 1442)
- 1.1.4.9. Acknowledgement of Refugee Claim (IMM 1442) or
Notice of Decision letter for refugee claimants
- 1.1.4.10. Convention Refugee Determination Division Letter
- 1.1.4.11. Temporary Resident Permit
- 1.1.4.12. Registered Indian Status
- 1.1.4.13. Secure Certificate of Indian Status (SCIS)
- 1.1.4.14. *See Appendix A for Detailed Age Requirements*

1.2. Guardianship Requirements

- 1.2.1. The requirement for legal guardianship ensures that important school decisions affecting the academic, social, psychological, and physical well-being of a student under 18 are managed by a caregiver recognized under Ontario law.
- 1.2.2. Students who are 16 or 17 years of age and who have withdrawn from parental control are not required to show proof of guardianship.
- 1.2.3. Occasionally, at the time of school registration, a student under 18 years may be residing with an adult who is neither their parent nor legal guardian, as a result of family disruption. The Principal has the discretion to allow such a student to register in the school while legal guardianship arrangements are being made, and to monitor progress of those arrangements until completion. The Principal may refer exceptional cases to the Superintendent of Family of Schools for decision.
- 1.2.4. Where a child has a legal guardian, the address of the legal guardian is the principle address used for school admission purposes.
- 1.2.5. *See Appendix B for Detailed Guardianship Requirements*

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1.3. School Boundary Requirements

- 1.3.1. Students wishing to attend a school outside of their designated home school must follow the Administrative Procedure for “Elementary Schools - Out of Area Transfer Request” or “Secondary Schools - Out of Area Transfer Request,” as applicable.
- 1.3.2. Proof of address may be obtained from any two current documents, which must:
- show the home address for the student living with the parent(s)/guardian(s);
 - contain at least one parent/guardian’s name;
 - be an original. Copies will not be accepted.

Examples include:

- Property tax bill/MPAC notice of assessment (must be current - within the past year);
- Purchase and sale agreement, including proof of purchase and closing date, provided before the student attends school (must be current - within the past year);
- Bank statement/financial letter from a Canadian Financial Institution. The document must be stamped by the financial institution (financial details can be obscured and must be current - within two months);
- Any CRA document (i.e., Notice of Assessment, Canada Child Benefit, Goods and Services tax/Harmonized sales tax (GST/HST credit), Housing Benefits (must be current - within the past year);
- Utility bill/e-bill (i.e., hydro, gas, water, residential phone, cable, internet, insurance policy-home, rental or auto)(must be current - within two months) - only one from this category can be used;
- Other official Provincial or Federal government documents that include parent(s)/guardian(s) names and address (must be current – within the past year);
- Official Ontario Residential Tenancy Agreement (not one that is hand-made by the landlord) that is current to the end of the upcoming school year;

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Documents which are not acceptable include:

- Driver's License, Vehicle Ownership (green card) and Vehicle Lease
- Health Card
- Credit Card Statement
- Cell Phone bill/e-bill

Proof of address of the adult student (age 18-21) living with the parent(s)/guardian(s)/requires the provision to the school board of two documents same as above.

1.3.3. *See Appendix C for School Boundary Requirements*

1.4. Residency Status Requirements

- 1.4.1. A student who is a Canadian citizen, Permanent Resident or refugee claimant may register at a local school.
- 1.4.2. Students who are not Canadian citizens nor permanent residents are required to provide documentation verifying their residency status in Canada.
- 1.4.3. There are cases in which students living in Canada who request admission to an HDSB school have no documents verifying their legal residency status in Canada. Students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities (The Education Act, s.49(1), PPM 136.
- 1.4.4. Under the Immigration and Refugee Protection Act, s. 30(2) "every minor child in Canada, other than a child of a temporary resident not authorized to work or study, is authorized to study at the pre-school, primary or secondary level." There are four classes of temporary residents – students, visitors, workers, and holders of temporary resident permits (TRP). Members of these classes are authorized to study, work, or visit Canada – holders of TRPs must also have either a

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study permit (SP) or a work permit (WP) if one is required to work or study in Canada. Most foreign nationals in Canada who are minor children are EXEMPT from the requirement for the student authorization to study at the elementary and secondary level.

1.4.5. *See Appendix D for Detailed Residency Status Requirements*

1.5. Immunization and Health Insurance Requirements

1.5.1. The Immunization of School Pupils Act, 1990 allows schools to collect immunization information for Halton Public Health when students are admitted to school. However, Halton DSB schools no longer collect immunization information. Halton Public Health has the authority to direct the school to suspend the student until such information is obtained.

1.5.2. It is highly recommended that all students have medical health insurance, either through the Ontario Health Insurance Plan (OHIP), Interim Federal Health Benefits or through a private company. However, no student may be denied admission to school if she or he does not have medical health coverage.

1.5.3. *A permanent resident is not covered by OHIP for 90 days from the date that they have obtained the Confirmation of Permanent Residence (IMM 5292). Applicants for landing within Canada receive OHIP coverage once their application has been approved in principle.*

1.6. Tax Support

Parents registering students in HDSB schools are encouraged to declare their tax support towards the public school system.

1.6.1. All parents are encouraged to declare public school tax support by ensuring you are a registered public school supporter you are protecting and preserving public education in Ontario; You have the opportunity to elect your school board trustees; You are ensuring

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that your school board's assessment base is up-to-date which is a public record of support for public schools.

- 1.6.2. To declare your support for public schools check your property tax bill or check with your landlord. If you need to change your tax support visit www.voterlookup.ca or call 1-866-296-6722.

2. Admission of Students New to Canada

- 2.1. Not all students new to Canada come to the Welcome Centre.

K - Gr. 8: Schools should register students new to Canada who are Canadian citizens or Permanent Residents. Gr. 9 - 12: Schools should register students new to Canada who are Canadian citizens or Permanent Residents for whom English is the first language. All other students new to Canada must be referred to the Welcome Centre to verify their eligibility for admission as fee-paying or non-fee-paying students and registration, where applicable. Students will be registered at the Welcome Centre and confirmation of registration form will be communicated to the school.

- 2.2. Students new to Canada, who are living in the community without immigration status, are entitled to admission to school as per this administrative procedure. These students and their parents/guardians are to be referred to the Welcome Centre prior to enrolment for consideration of their request for admission and registration. Students will be registered at the Welcome Centre and confirmation of registration form will be communicated to the school.

- 2.3. Study Permits and Visitor Records: If a student wishes to register at a school directly with a Study Permit or a Visitor Record document from Immigration, Refugees and Citizenship Canada (IRCC), schools should direct the student to the Welcome Centre as the student may need to pay school fees.

- 2.4. Any child coming to Canada, with or without a parent, should have applied and received a study permit. Notwithstanding, once in Canada, they are not required to have a permit in order to be admitted as a student. Study

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permits are not required for Kindergarten students or any program of study less than six months. Refugee and refugee claimants are exempt from fees and do not require a study permit.

All relevant registration documents must be presented to the school to show proof of age, guardianship, residency, and residency status. Note, the only documents that are photocopied and placed in the OSR are records of legal guardianship. All other documents are verified during the registration process and are subject to privacy laws. The Verification of Documentation for Registration must be complete and stored in the OSR when documents noted on this form are used during the registration process.

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Appendix A: Detailed Age Requirements

AGE: Detailed Requirements

According to the Education Act, Part II, Sec 21(1) students who fall into the age categories listed below are eligible and/or required to attend school.

Category	Documents Required	Registration Guidelines
<p>Children may register to attend school in September of the year in which they turn 4 years (KDG Year 1) or 5 years (KDG Year 2)</p> <p>A child with a hearing impairment who has attained the age of 2 years may be admitted to a special education program for the hearing impaired (<i>Education Act, Reg. 298, s.30</i>)</p>	<p>Any one of:</p> <ol style="list-style-type: none"> 1. Birth Certificate 2. Baptismal Record 3. Canadian Passport 4. Canadian Citizenship Card or Certificate 5. Record of Landing (IMM 1000) 6. Confirmation of Permanent Residence (IMM 5292) 7. Permanent Residence Card 8. Consideration of Eligibility (IMM 1442) 9. Acknowledgement of Refugee Claim (IMM 1442) or Notice of Decision letter for refugee claimants 10. Convention Refugee Determination Division Letter 11. Temporary Resident Permit 12. Registered Indian Status 13. Secure Certificate of Indian Status (SCIS) 14. HDSB School Admission Letter 	<p>If a student turns 4 years old after school has started in September and up to December 31st of that calendar year, the child is eligible to attend school in that academic year.</p> <p>Documents are verified on the registration form and NO COPIES are made.</p> <p>If a child's 4th birthday falls between the second day of school and December 31, they are eligible to start Kindergarten (Year 1) the September of the calendar year in which they turn 4 years old OR, delay the school start, for the September in which they are 4 years old. In both circumstances, the child may begin Year 1 Kindergarten.</p>
<p>A student who attains the age of 6 years on or before the first day of school in September of any year, must attend school until the student reaches the age of 18 years.</p> <p><i>Education Act, part II, Section 21.1.a</i></p>	<p>See above</p>	<p>If a student turns 6 years on or before the first day of school in September in that year, they must attend school in that school year.</p> <p>If a child's 6th birthday falls between the second day of school and December 31, they are eligible to start Grade 1 the September of the calendar year in which they turn 6 years old OR, delay the school start, for the September in which they are 6 years old.</p>

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<p>Students are eligible to attend school as adolescents until June of the year in which they turn 21 years.</p> <p><i>Education Act, Part II, Section 33</i></p>	<p>See above</p>	<p>Students who turn 21 years of age in their graduating year will be allowed to continue to the end of the school year. These students are allowed to continue in their present school and may not be redirected to an adult day credit program.</p> <p>There are several designated mixed adolescent adult schools in HDSB in which students who are over the age of 21 years are allowed to register. Currently, Gary Allan High School programs are available at four locations within the board.</p>
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Appendix B: Detailed Guardianship Requirements

GUARDIANSHIP: Detailed Requirements

According to the Education Act, the term “guardian” refers to “a person who has lawful custody of a child, other than the parent of the child”. Every child under the age of 18 years and not residing with a parent must have a legal guardian. A legal guardianship document is obtained from Family Court, Ontario Court (Provincial Division) or the Ontario Superior Court of Justice.

Category	Documents Required	Registration Guidelines
A student who is under 18 years not living with a parent(s)	Court order document for custody purposes from an Ontario Family Court of adoption document.	<ul style="list-style-type: none"> Register student at school if documentation is provided. Place a copy of the document in the OSR. Where the school ascertains that a guardianship process is initiated but not completed, the school may admit the student and request proof of legal guardianship be provided upon completion. If the principal determines that there are extenuating circumstances involved in the absence of legal guardianship, the principal may refer this to the Superintendent of Education for decision.
A student who is 16 or 17 years old and who has withdrawn from parent control	The person does not have a legal guardianship document.	<p>The person must provide a signed statement outlining the following:</p> <ul style="list-style-type: none"> · Age of the student · That the student has withdrawn from parental control · That the student will be making all decisions on their own behalf. <p>Register the student at school</p>
Student is under 18 years old and living with a custodial parent	Court Order from an Ontario Family Court or Separation Agreement	Student must reside with a custodial parent If parents separate or divorce and there is no court order, custody is assumed to be joint custody and the child may reside with either parent. Place a copy of the document in the OSR.

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Category	Documents Required	Registration Guidelines
Refugee Claimant under 18 years who is not living with a parent(s)	Immigration Form IMM 1442 issued by Immigration, Refugees and Citizenship Canada (IRCC)	Form IMM1442 must have the name of the legal guardian written into the Remarks Section of the form
A student who is under 18 living with guardian under the terms of a Will	Court Order document from an Ontario Family Court	Register the student if all other requirements are met. Place a copy of the relevant section of the Will in the OSR
A student in the care of the Children's Aid Society	Letter from an official of the CAS stating that the child is in their care	Student may register in the home school where the foster parent resides or where the group home is located.
Students who are 18 years and over who are not living with a parent(s)	No proof of guardianship needed	Register the student if all other requirements with respect to residency, optional attendance and immigration status are met.
Students under 18 whose parents do not reside in Ontario, and is living with immediate family must meet ALL of the following criteria: • The student is a Canadian citizen or a permanent resident of Canada. • 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.	Canadian Citizenship card/ passport Proof to show immediate family: The student's father, mother, grandfather, grandmother, brothers, sisters, and uncles and aunts by blood relation 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 The school board must attest that they have reviewed the written agreement or court order to validate a guardianship	SB16 Updated Guidance on Policies and Supporting Documentation related to Pupil Residency and Eligibility Status for Tuition Exemption (https://efis.fma.csc.gov.on.ca/faab/Memos/SB2024/SB16_EN.pdf) Register at the Welcome Centre

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<ul style="list-style-type: none">• 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.• 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.	<p>arrangement for funding purposes. A notarized document in lieu of an Ontario court order is not sufficient.</p>	
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Appendix C: Detailed School Boundary Requirements

SCHOOL BOUNDARY: Detailed Requirements

Under the Ministry Regulations, Ontario students may apply to attend any school in Ontario. The HDSB-Out of Area Transfer Request Administrative Procedure describes the attendance boundary requirements and must be consulted regarding admission to specific school.

Category	Documents Required	Registration Guidelines
Student and parent(s) reside in HDSB within the school boundaries	<p>Proof of address of the student or adult student (age 18-21) living with the parent(s)/guardians(s) requires the provision to the Board of two documents:</p> <ul style="list-style-type: none"> ➤ all documents must show the home address of the student living with the parent(s)/guardians(s); ➤ all documents must contain at least one parent or guardian's name; ➤ all documents must be original. Copies will not be accepted: <ul style="list-style-type: none"> • Property tax bill/MPAC notice of assessment (must be current - within the past year); • Purchase and sale agreement, including proof of purchase and closing date, provided before the student attends school (must be current - within the past year); • Bank Statement/Financial letter from a Canadian Financial Institution. The document must be stamped by the Financial Institution (financial details can be obscured)(must be current - within two months); • Any CRA document (i.e., Notice of Assessment, Canada Child Benefit, Goods and Services tax/Harmonized sales tax (GST/HST credit), Housing Benefits)(must be current - within the past year); 	<p>Confirm home school by looking at HDSB website – school finder</p> <p>If the student or their parent does not have any of the documents, they can provide HDSB with a letter from the friend/family member stating they are residing with them, who must then provide any of the above as evidence. HDSB may ask for additional evidence that the student or parent resides with the friend/family member. If the student does not reside with their parent, refer to the Guardianship section.</p>

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	<ul style="list-style-type: none"> Utility bill/e-bill (i.e., hydro, gas, water, residential landline phone, not a mobile phone, cable, internet, insurance policy-home, rental or auto)(must be current - within two months) - only one from this category can be used; Other official Provincial or Federal government documents that include parent(s) or guardian(s) names and address (must be current – within the past year); Official Ontario Residential Tenancy Agreement (not one that is hand made by the landlord) that is current to the end of the upcoming school year <p>Documents not acceptable:</p> <ul style="list-style-type: none"> Driver's License, Vehicle Ownership (green card) and Vehicle Lease Health Card Credit Card Statement Cell Phone bill/e-bill 	
Student resides with parent/guardian within HDSB but wishes to attend a school other than the one that services their place of residence.	Documentation to show proof of address	A student wishes to attend a school other than the one that serves their place of residence must get the Out of Area Transfer form from their home school principal, complete the form and submit to the home school Principal.
Student and parent/guardian reside outside HDSB jurisdiction	Documentation to show proof of address	Refer to HDSB Out of Area Transfer Administrative Procedure
Student under 18 years resides within HDSB boundaries and parent(s) reside outside HDSB's jurisdiction – not applicable to a student who is 16 or 17	Documentation to show proof of address Court	Student registers in the home school where the legal guardian resides

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years old who has withdrawn from parental control.	Order from an Ontario Family Court	In extenuating circumstances, the Superintendent of Education may allow a student to attend a school without a legal Court Order
Student is 16 or 17 years of age, resides within HDSB jurisdiction and has withdrawn from parental control	Documentation to show proof of address Student is not required to show proof of legal guardianship	Student registers in home school where he or she resides.
Student is 18 years of age and over and does not reside with parents	Documentation to show proof of address Student are not required to show proof of legal guardianship	If the documentation shows that the student has not resided in the school district for at least 12 months prior to the request for admission, the student is subject to the Optional Attendance Policy.

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Appendix D: Detailed Residency Status

RESIDENCY STATUS: Detailed Requirements

CANADIAN CITIZENS

Category	Documents Required	Registration Guidelines	Responsibility
Students who are Canadian citizens Any one of:	<ul style="list-style-type: none"> · Birth certificate · Passport · Citizenship card · Citizenship certificate 	Register student if all other requirements are met	School
Students who are Canadian citizens, living with parents who are not Canadian citizens or Permanent Residents	<p>Student:</p> <ul style="list-style-type: none"> · Birth certificate · Passport · Citizenship card · Citizenship certificate <p>Parent(s):</p> <ul style="list-style-type: none"> · Passport /immigration documents/ visas to see length of validity · Proof of address · letter stating intent to live with the child throughout studies at HDSB 	<p>Refer student/family to the Welcome Centre for review of documents</p> <p>Welcome Centre will register the student</p>	Welcome Centre
Student born abroad to Canadian citizens	<p>Student's foreign birth certificate showing parent's name</p> <p>Student's foreign passport Parents' Canadian Citizenship Card/Passport Evidence of Citizenship application</p>	Parents must show documentation from Immigration, Refugees and Citizenship Canada (IRCC) that they have applied for Canadian Citizenship Registration for child	Welcome Centre

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Category	Documents Required	Registration Guidelines	Responsibility
Student born abroad to a parent who has since become a Canadian citizen	Student's passport Student's foreign birth certificate Parent's Canadian Citizenship Card/Passport	Refer student/family to the Welcome Centre for review of documents Welcome Centre will register the student	Welcome Centre
Non-Canadian step-children of Canadian citizens	Student's foreign birth certificate or passport Step-parent's Canadian Citizenship Card/Passport Birth parent's custody paper, if applicable.	Refer student/family to the Welcome Centre for review of documents Welcome Centre will register the student	Welcome Centre

PERMANENT RESIDENTS (formerly referred to as Landed immigrants)

Category	Documents Required	Registration Guidelines	Responsibility
Students who are Permanent Residents (English speaking)	Record of landing IMM 1000 issued to individuals from other countries who apply for and qualify to come to Canada as Permanent Residents on or before June 28, 2002 Confirmation of Permanent Residence (IMM 5292) on or after June 29, 2002 Permanent Residence Card	Each individual has their own Form IMM 1000 or IMM 5292 Any student who came to Canada prior to June 28, 2002, requires a permanent Residence Card.	School
Students who are Permanent Residents (First language other than English) (Entering HDSB from a French	Record of landing IMM 1000 issued to individuals from other countries who apply for and qualify to come to Canada as Permanent Residents on or before June 28, 2002 Confirmation of Permanent Residence (IMM 5292) on or after June 29, 2002	Each individual has their own Form IMM 1000 or IMM 5292 Any student who came to Canada prior to June 28, 2002, requires a permanent Residence Card.	Welcome Centre

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Language school from a French Language school board where first language is other than English)	Permanent Residence Card		
Students born abroad to Permanent residents	Parent's IMM 1000 Student's foreign birth certificate or passport	Refer student/family to the Welcome Centre Welcome Centre will register the student	Welcome Centre
Non-Canadian stepchildren of Permanent Residents	Stepparents' IMM 1000 Student's foreign birth certificate or passport Birth parent's custody paper, if applicable	Refer student/family to the Welcome Centre Welcome Centre will register the student	Welcome Centre
Applicant for landed status from within Canada	Approval in Principle (AIP) documentation from Immigration, Refugees and Citizenship Canada (IRCC)	Approval in Principle (AIP) documentation from Immigration, Refugees and Citizenship Canada (IRCC)	Welcome Centre
Applicant for landed status from outside of Canada	Letter from foreign Embassy or consulate or Visa Office located outside of Canada	Refer student/family to the Welcome Centre Student may be required to pay school fees Welcome Centre will register the student	Welcome Centre

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REFUGEE CLAIMANTS

Category	Documents Required	Registration Guidelines	Responsibility
Refugee Claimants	Acknowledgement of Intent to Claim form (IMM 1442), issued by CIC Consideration of Eligibility (IMM 1442) issued by CIC	Each claimant must have their own Form IMM 1442 Welcome Centre	Welcome Centre
Refugee claimants or dependents who have submitted an application and have not received any documentation from CIC	Student does not have documentation from CIC	Refer student/family to the Welcome Centre. Pending the review, the Welcome Centre will register the student	Welcome Centre
Convention Refugees	Notice of Decision letter from Immigration and Refugee Board confirming that the student/family are Convention Refugees	Register student	Welcome Centre

OTHER

The majority of students in the following categories ARE REQUIRED TO PAY FEES TO THE HDSB and must have all the required documentation including Study Permit (SP). All students who fall into these categories must be referred to the Welcome Centre for registration in an HDSB school.

Category	Documents Required	Registration Guidelines	Responsibility
Visa/International student	Immigration documents	Welcome Centre will register the student. School will receive confirmation of registration from the Welcome Centre	Welcome Centre
Foreign student who holds a Study Permit without the other required immigration documents	Immigration documents	Students who request admission to a school directly with only a Study permit must be referred to the Welcome Centre These may be fee-paying students	Welcome Centre

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Visitor to Canada	Immigration documents	Direct to the Welcome Centre Individuals and dependents who come to Canada on a Visitor Record are not eligible to attend school without payment of fees and require a Study Permit. Student must apply to Visa Office for a Study Permit.	Welcome Centre
Dependents of Religious Clergy	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre
Dependents of a Non Resident parent with a Study Permit who is enrolled in a post-secondary institution	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre
Dependents of Diplomatic	Immigration documents	Welcome Centre will register the student	Welcome Centre
Personnel (<i>non fee paying</i>)		School will receive confirmation of registration from the Welcome Centre	
Dependents of Work Permit Holders (<i>non fee paying for the duration of the Work Permit</i>)	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre

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OTHER: STUDENTS WITHOUT IMMIGRATION STATUS

Category	Documents Required	Registration Guidelines	Responsibility
Students who are not Canadian Citizens nor Permanent Residents nor Convention Refugees and who have no proof of immigration status in Canada	<p>Student/family has no documents from CIC confirming immigration status nor documents from CIC confirming that a legal immigration process is in place</p> <p>In some cases, the student/family may have submitted an application for Landing or Refugee Claim to CIC but has not received a response.</p> <p>Treat as "no documents"</p>	<p>Refer these students to the Welcome Centre</p> <p>Students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities. <i>The Education Act, s. 49(1)</i></p> <p><i>PPM 136 states "Citizen Immigration Canada has confirmed that there is no federal legal requirement for boards to refer families without immigration status or documentation to a local CIC office to obtain documents before their child is admitted to school."</i></p>	Welcome Centre
Minor children in Canada with parents/guardians who are illegally in Canada		<p>Refer these students to the Welcome Centre</p> <p>Allowed to attend school without payment of Fees and Study permit is not required Immigration authorities are not informed as per PPM 136.</p>	Welcome Centre
If student is age 18 years and in Canada illegally		<p>Tuition is charged and Study Permit required</p>	Welcome Centre

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Cross-Reference:

Legislation

Education Act (s. 21(1), 33(1), 36(1), 49(1),(7), PPM 136
Immigration and Refugee Protection Act, Section 30(2)
Immunization of School Pupils 1990, O. Reg 645

Ministry Policy & Program Memoranda

Education Act (s. 21(1), 33(1), 36(1), 49(1),(7), PPM 136
Updated Guidance on Policies and Supporting Documentation related to Pupil
Residency and Eligibility Status for Tuition Exemption

Board Policies, Procedures & Protocols

Out of Area Transfer Administrative Procedure

Revision History

- January 2025
- January 2018