

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 302

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#### **SUBJECT: STUDENT ENROLMENT**

Legal References: *Education Act: Part II - School Attendance; Education Act: Section 265 - Duties of Principal, The Ontario Student Record (OSR) Guideline; Citizenship and Immigration Canada*

Related References: *Administrative Procedure 197 Student Information Standardization; AP 220 Distance Education; AP 306 Kindergarten Registration; AP 370 Ontario Student Record; AP 589 Transportation; Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools; 2009/2010 Learning Services Memo 36-JB – Transition to School for Students with Special Needs*

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#### **1. Enrolment Procedures**

The Director of Education has developed this administrative procedure:

- 1.1 To ensure compliance with all Ministry of Education Legislation governing enrolment;
- 1.2 To maintain and retain electronic and paper student enrolment and attendance records in accordance with Ministry of Education regulations (Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools) and District administrative procedures; and
- 1.3 To maximize revenues for grant purposes by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

#### **2. Enrolment Definitions**

- 2.1 Resident Pupil Qualifications of Avon Maitland District School Board as defined by the *Education Act*:  
PART II – School Attendance
  - 2.1.1. Resident pupil right to attend school:  
**32. (1)** A person has the right, without payment of a fee, to attend a school in a school section, separate school zone or secondary school district, as the case may be, in which the person is qualified to be a resident pupil. 1997, c. 31, s. 13.
  - 2.1.2. Admission without fee:  
**(2)** Despite the other provisions of this Part, but subject to subsection 49 (6), where it appears to a board that a person who resides in the area of jurisdiction of the board is denied the right to attend school without the payment of a fee, the board, at its discretion, may admit the person from year to year without the payment of a fee. 1997, c. 31, s. 13.

- 2.1.3. Resident pupil qualification: elementary:  
Resident pupil qualification: elementary English-language public district school boards and elementary public school authorities.
- 2.1.3.1 **33. (1)** Subject to sections 44 and 46, a person who attains the age of six years in any year is, after September 1 in that year, qualified to be a resident pupil in respect of a school section of an English-language public district school board or of a public school authority until the last school day in June in the year in which the person attains the age of 21 years if,
- a) The person resides in the school section; and
  - b) The person's parent or guardian who is not a separate school supporter or a French-language district school board supporter resides in the school section. 1997, c. 31, s. 14.
- 2.1.3.2 Evidence as to right to attend:  
**(5)** It is the responsibility of the parent or guardian to submit evidence that the child has a right to attend an elementary school, including proof of age. 1997, c. 31, s. 14.
- 2.1.4. Resident pupil qualification, secondary  
Resident pupil qualification: secondary English-language public district school boards and secondary public school authorities:
- 2.1.4.1 **36. (1)** A person is qualified to be a resident pupil in respect of a secondary school district of an English-language public district school board or of a public school authority if,
- a) The person and the person's parent or guardian who is not a separate school supporter or a French-language district school board supporter reside in the secondary school district; (a.1) Subject to any regulations made under section 43.3, the person is 16 or 17 years of age, has withdrawn from parental control and resides in the secondary school district;
  - b) The person is an English-language public board supporter and resides in the secondary school district and is an owner or tenant of residential property in the secondary school district that is separately assessed; or
  - c) The person is not a supporter of any board, is at least 18 years of age and resides in the secondary school district. 1997, c. 31, s. 17; 2006, c. 28, s. 8 (1, 2).
- 2.1.4.2 Evidence as to right to attend  
**(8)** It is the responsibility of the person or the person's parent or guardian to submit evidence that the person has a right to attend a secondary school. 1997, c. 31, s. 17
- 2.2 Pupil of the board for grant funding purposes is:
- 2.2.1 A pupil who is qualified to be a resident pupil of Avon Maitland District School Board under Section 2.1 and who is enrolled at his or her designated Avon Maitland District School Board school within established school attendance areas into:
- 2.2.1.1 An established Kindergarten Program, JK or K:
- a) The age of four (4) must be attained on or before December 31<sup>st</sup> of the calendar year in which entry is requested for the first year of the Kindergarten Program – JK;
  - b) The age of five (5) must be attained on or before December 31<sup>st</sup> of the calendar year in which entry is requested for the second year of the Kindergarten Program – K.

2.2.1.2 Grades 1 to Grade 12.

- a) Every person who attains the age of six years on or before the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years; and
- b) Every person who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years. 2006, c. 28, s. 5 (1).

2.2.2 Students over 21 years of age:

2.2.2.1 Pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, of the current academic year – either to the appropriate day school courses or to continuing education courses.

2.2.2.2 Adult pupils who are included in the secondary school register are those who are enrolled in day school courses that are taught by teachers who are members of the board's regular staff and who are not continuing education teachers.

2.2.2.3 The principal shall also ensure that adult pupils are identified with "A".

2.2.3 Foreign students who have been approved for enrolment with a fee exemption under Section 49(7) of the Education Act.

2.2.4 Student Exchange Programs which involve:

Students entering from out of province and/or out of country on reciprocal long term exchange.

2.2.5 Continuing Education is a continuous intake program, which will allow students to attend part time and obtain a secondary school diploma. Principals shall refer to the instructions on each individual register for specifics regarding individual criteria.

2.2.6 Distance Education is asynchronous learning delivered through various forms of electronic media.

2.3 Other Pupil (for grant purposes) is:

2.3.1 Student entering from out of the province of Ontario where fees are charged;

2.3.2 Student entering from out of country (Visa students) where fees are charged;  
or

2.3.3 Native student enrolled under tuition agreements with a Native Education Authority.

2.4 Border Crossing refers to:

A request for admission of a resident student to an Avon Maitland District School Board school other than the designated home school while residing within or outside the board jurisdiction.

### 3. General Admission and Standard Enrolment Procedures

- 3.1 The principal is responsible to ensure the student is registered at the proper designated school within the established school attendance area. Should a border crossing be requested by the parent at the home school, the home school should initiate the proper border crossing procedure (see section 4. Border Crossing Requests).
- 3.2 It is a requirement of and audited by the Ministry that all students have a registration form (Form 302A Student Registration) that is current and complete. Biographic information will be collected on Form 302A Student Registration as well as demographic information per Section 3.5.
- 3.3 The principal is responsible to ensure that legal name, date of birth and status in Canada is confirmed by the presentation of the documentation listed below. Parents do have the right to refuse the retention, but schools must ensure the OSR is initialed that legal documentation has been presented and confirmed.
  - Birth Certificate
  - Passport
  - Canadian Citizenship Card
  - Confirmation of Permanent Residence
  - Refugee Claimant Form
  - Official Record of Hospital Birth Record
  - Indian Status Card
  - Ontario Health Card
- 3.4 The principal is responsible to ensure that Ontario residency is confirmed by the presentation of the documentation listed below.
  - Property Tax Bill
  - Lease/Rental Agreement
  - Utility Bill
  - Proof of Purchase
  - Bank Statement
- 3.5 Demographic and all other information required for enrolment will also be collected on Form 302A Student Registration. Legal custody documents may be required.
- 3.6 The parent/guardian of every student enrolling shall complete and sign Form 302A Student Registration. Where appropriate, an adult student may complete and sign the form.
- 3.7 Information Services must be notified when a student born outside of Canada registers at the school. The principal will ensure that Form 302E Confirmation of Immigration Documentation is completed including signatures and that immigration documentation presented by the student is verified by Information Services. The student registration form must also be provided to Information Services for review. The student should not attend until enrolment confirmation is provided by Information Services.
- 3.8 The parent/guardian of a first time enrolment student with the Avon Maitland District School Board is required to provide immunization records and complete the "Immunization Information for School Entry" form which is provided by the Public

Health Service. This immunization information should be forwarded to the Public Health Service. An Immunization record is not a requirement for admission to school.

- 3.9 The student will be entered on the school register the first day that the student attends school. The student will be placed on one of the following registers:
- 3.9.1 Full-time register, if attending full-time i.e. receiving an average of 210 or more minutes of classroom instruction per day;
  - 3.9.2 Half-time register, for JK and K students only; or
  - 3.9.3 Part-time register, for all other students not attending full-time or half-time.
- 3.10 All students enrolled in Full Day Kindergarten classrooms will be in full time attendance by the first Friday of the first week of school.
- 3.11 A full time equivalent (FTE) for each part-time student will be calculated according to the Ministry of Education regulations.
- 3.12 Huron-Perth Student Transportation Service provides busing for students eligible for transportation. The student's addressing, specifically the 911 Emergency field within Maplewood is used to determine eligibility. Eligibility requirements are outlined in Administrative Procedure 589: Transportation.
- 3.13 The parent/guardian or Adult Student must complete a school withdrawal form when the pupil is transferring and/or retiring from any Avon Maitland School. The last expected date of attendance, the reason for the transfer/retirement and the name of the receiving school must be provided. Secondary Schools may use their own designed form with the above criteria included; elementary schools must use Form 302H Elementary School Withdrawal Form. The completed form must be retained in the school office outside of the student's OSR.

#### **4. Border Crossing Requests**

##### **4.1 Students within District**

- 4.1.1 Home School is defined as the school to which the pupil has the right to attend based on their principal residence within the designated catchment area.
- 4.1.2 All border cross requests must be initiated at the home school including siblings of currently approved border crossers. The parent/guardian or adult student should receive the Border Crossing brochure. The parent/guardian or adult student should be provided with Form 302B Request for Border Crossing and they should complete Part A. Applications for the following year must be received by February 1st of the current year. Decisions will be communicated to parent/guardian or adult student in April. Any forms received after February 1st (initial application) will not be considered prior to June 30th. Siblings of current border crossers will not be automatically approved. Form 302G Border Crossing Flowchart outlines the steps required to follow when a border crossing request is received. Where the number of applications to border cross into a school received on February 1st exceeds the number of available spaces for the following school year, the process outlined in section 4.4 below shall be followed.
- 4.1.3 The home school principal completes Part B. If the student has special education needs the Superintendent of Learning Services must be notified of the request by the home school principal.

- 4.1.4 The home school principal should then forward the Form 302B to the receiving school in order for the receiving school to review class size and staffing organization. The receiving school principal should indicate on the form in Part C if the school can accommodate the student without incurring additional costs to the Board. If the receiving school principal determines the current staffing and class size organization cannot accommodate the student without incurring additional costs to the Board the receiving school principal will indicate that in the comments section of Part C.
  - 4.1.5 The receiving school principal shall then forward the form to the receiving school superintendent for review. If the request to border cross is approved by the receiving school superintendent within Part D the form is then forwarded to Huron Perth Transportation Services to complete Part E. Huron Perth Transportation Services will return the form to the home school.
  - 4.1.6 The home school principal must ensure he/she reviews conditions of approval including the available transportation stops and route information with the parent/guardian or adult student by completing and initialing Part E of Form 302B. The parent/guardian or adult student must sign Part E of Form 302B indicating all conditions of the border cross have been reviewed.
  - 4.1.7 The home school principal will provide the parent/guardian or adult student with a copy of the approved form and an approval letter (Form 302C) which emphasizes that all border crossing approvals are subject to annual review and may be rescinded based on the accommodation and staffing needs at the receiving school.
  - 4.1.8 A student transitioning between schools (i.e. Grade 8 student to a Secondary School or Grade 6 student to a 7-8 School), who wishes to attend a receiving school that is not within the boundary of the student's home address then the current elementary school must initiate a border crossing request at the time of registration. The border crossing request and the student registration form must be submitted to the receiving school that is within the boundary of the student's home address. Applications for the following year must be received by February 1st of the current year. Decisions will be communicated to parent/guardian or adult student in April. Any forms received after February 1st (initial application) may not be considered prior to June 30th. Siblings of current border crossers will not be automatically approved.
- 4.2 Students from out of District**
- 4.2.1 Students from out of District may request to border cross into an AMDSB school.
  - 4.2.2 The receiving school should provide the parent/guardian or adult student with the new Border Crossing brochure and have him/her complete Part A of Form 302B - Request for Border Crossing.
  - 4.2.3 The receiving school must indicate the name of the School Board from which the student is coming.
  - 4.2.4 The out of district request follows the same procedure as outlined in 4.1
- 4.3 Kindergarten Border Crossing Requests**
- 4.3.1 Schools must complete Form 302B – Request for Border Crossing for all JK and new SK border crossing requests.
  - 4.3.2 New student registrations must be entered into Maplewood by February 1st and requested destination school must be included in the student record.
  - 4.3.3 Final approval of JK and new SK border crossing requests will take place no earlier than the beginning of June.
  - 4.3.4 The Kindergarten request follows the same procedure as outlined in 4.1

#### 4.4 **Border Crossing Approval Process**

- 4.4.1 In cases where the applications for border crossing exceed the available spaces projected for a given school as of February 1, a lottery system will be used to allocate the available spaces. Border crossing applications, even those of siblings, will only be approved if they do not result in additional costs to the board.
- 4.4.2 The criteria for granting available spaces during the lottery process will be:
- The applicant has been placed in the school for administrative reasons as determined by the senior administration;
  - The applicant has attended the school in the previous year, the lottery will consider the length of time the student has previously attended the school, 5 years, 4 years, 3 years, 2 years and then 1 year (only applies in the year a school is affected by school consolidations);
  - The applicant has a sibling already attending the school;
  - All other new applicants as drawn by lot based on available space.
- Each of the above criteria applies only where approval will not require additional staff in the board. If a student has a sibling in the school or if he/she have previously attended the school they are not given an automatic approval. These criteria are only used to determine the order of consideration, not the likelihood of approval.
- 4.4.3 During the lottery process if more than one sibling from the same family is applying to border cross into a school, all siblings from that family will be considered at the point where the first sibling's name is drawn during the lottery. Approvals will only be granted where the individuals do not generate additional staffing requirements. It is possible that some members of a family could be approved and other members of the same family could be denied.
- 4.4.4 The board shall contract the accounting firm that conducts the board's financial audits to oversee the lottery process.
- 4.4.5 Border crossing applications received after February 1 in a given year will be considered on a first-come-first approved basis. Approval is always contingent on space in the school and that there are no additional costs to the board.
- 4.4.6 Border crossing applications will only be approved where the approval does not increase class sizes beyond a maximum number as determined by senior administration each year. These maxima will be school-dependent based on historical enrolment patterns for each school. The allowable maxima will be announced prior to the start of the lottery process.

#### 4.5 **Renewals**

- 4.5.1 All border crossing requests must be renewed annually through the Form 302D (a) Border Crossing Renewal Letter and Form 302D Request for Renewal of Border Crossing Permission (printed from Maplewood). Principals must send these forms to the parents/guardians or adult students of all current border crossing students no later than the first Friday following the Christmas Break. Completed requests for renewals must be received by the receiving school no later than February 1<sup>st</sup>.
- 4.5.2 Renewals will be granted based on the fact that they do not generate additional staffing costs for the board as determined by the Superintendent and Principal of the receiving school.
- 4.5.3 In the event that renewals cannot be approved due to additional costs to the board, border crossing students will be advised to return to their home school the following September.



- 4.5.4 In cases where a decision must be made about which border crossing students are to be repatriated, the date of entry to the school shall be the deciding factor. The student with most recent date of arrival will be the first student asked to return to his or her home school.
- 4.5.5 Families will be notified of the approval or denial by the receiving school principal by April.

## **5. Exchange Students**

- 5.1 Definitions of exchange programs:
  - 5.1.1 Long term Educational exchange programs: where there is a reciprocal exchange of students (i.e. one incoming and one outgoing, not necessarily simultaneously) and the students may be earning credits while on exchange.
  - 5.1.2 Short term Cultural exchange programs: this is for cultural reasons only. Student placements are reciprocal within families, and no credits are earned.
- 5.2 All exchange program requests must be forwarded to the Information Services department to ensure proper immigration documentation is collected, reciprocity tracked and to assess potential tuition fee situations.
- 5.3 All “Letters of Acceptance” (so the student may acquire a Study Permit) must be issued by the Information Services department.
- 5.4 The receiving school principal must be willing to accept an exchange student before any exchange is initiated.
- 5.5 All exchanges must be reciprocal within a two-year period. Reciprocity will be between all the schools of the Avon Maitland District School Board (i.e. not just within a school).
- 5.6 For reciprocity tracking, schools will be asked through memorandum to report students involved in an exchange to the Information Services department.
- 5.7 Schools will maintain immigration and enrolment documentation including Form 302A Student Registration and Form 302E Confirmation of Immigration Documentation for audit and other reporting purposes.
- 5.8 Recording of exchange students on school registers:
  - 5.8.1 Long-term Educational Exchange Student:
    - 5.8.1.1 In order to register these students, schools must examine a copy of their Study Permit from Citizenship and Immigration Canada. Schools must complete Form 302E - Confirmation of Immigration Documentation Form. Schools should forward a copy of this documentation to the Information Services department.
    - 5.8.1.2 The outgoing student is removed from the register one day following their last day of attendance and is readmitted and placed on the register on their first date of attendance upon return.
    - 5.8.1.3 The incoming student is entered on a register on the first day of attendance and retired from the register one day following their last date of attendance.
    - 5.8.1.4 The incoming student is entered on the Enrolment Register as a Pupil of the Board.

5.8.2 Short-term Cultural Exchange Student:

5.8.2.1 These students will reside with students from our board who will reciprocate out on exchange in the same school year. These students do not require a Study Permit from Citizenship and Immigration. They will be enrolled as follows:

5.8.2.2 The outgoing student is not removed from the register upon leaving the school on exchange. The attendance will be recorded on the Attendance Register as a Grant (G) day, with a notation on the register and the OSR about the exchange.

5.8.2.3 The incoming student shall be entered into Maplewood with the Student Board Resident status as "Exchange Student (not on Register)".

**6. Other Pupils - Canadian Students Entering an Avon Maitland District School from Outside Ontario**

Out of province students whose parent or legal guardian resides in another province may be admitted to a board school providing the following:

6.1 Another parent or legal guardian must reside in the province of Ontario. Upon approval by the Information Services department for admission the student will be classified as a Pupil of the Board for grant purposes.

6.2 Legal guardianship for this purpose must be established as defined by an order of a court from any province or territory of Canada. In the absence of an Ontario court order transferring custody from the parents to an adult resident within Ontario, all of the following criteria must be met:

- ✓ 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.
- ✓ 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. (Form 302F Education Services Agreement)

Guardianship arrangements that are supported by a court order or that meet the above criteria will satisfy ministry documentation requirements in the event of an enrolment audit.

6.3 If the student is not residing with either a parent or legal guardian then tuition fees will be charged as determined by the "Calculations of Fees for Pupils" regulations. The student will be classified as an "Other Pupil" upon approval by the Information Services department.

## 7. Other Pupils - Students Entering an Avon Maitland District School from Outside Canada

General Procedures:

- 7.1 Children entering from outside Canada and their admission into Avon Maitland District School Board schools shall be reviewed based on three criteria:
- 7.1.1 Rights to attend;
  - 7.1.2 Charging of tuition fees, and
  - 7.1.3 Monitoring of immigration documents
- 7.2 The rights of a child to enter a board school when entering from outside Canada are governed by:
- 7.2.1 Citizenship and Immigration Canada, and
  - 7.2.2 The *Education Act* of Ontario.
- 7.3 It is extremely important to note that students not born in Canada must provide official immigration documentation to school administration. Consultation with Information Services prior to the pupil's start date must take place to determine eligibility of enrolment with the AMDSB. Form 302A Student Registration, Form 302E Confirmation of Immigration Documentation and immigration documents that support the student's "Status in Canada" and "First Date of Entry to Canada" must be sent to Information Services so that the student's right to attend and ESL eligibility can be determined.

## 8. Review of Tuition Fees

- 8.1 Fees for pupils
- 49. (6)** Despite any other provision of this Part but subject to subsection (7), if a board admits to a school that it operates, a person who is a temporary resident within the meaning of the *Immigration and Refugee Protection Act* (Canada) or a person who is in possession of a study permit issued under that Act, the board shall charge the person the maximum fee calculated in accordance with the regulations. 2002, c. 18, Sched. G, s. 5 (1); 2005, c. 21, s. 2.
- 8.2 Non-application of subsection **(6)**
- (7)** A board shall not charge a fee to,
- a) A person who is a participant in an educational exchange program under which a pupil of the board attends a school outside Canada without a fee;
  - b) A person who is a dependant within the meaning of the *Visiting Forces Act* (Canada);
  - c) A person if that person, his or her parent or someone else with lawful custody of him or her is in Canada;
    - i) Under a temporary resident permit issued under the *Immigration and Refugee Protection Act* (Canada),
    - ii) Under a diplomatic, consular or official acceptance issued by the Government of Canada or
    - iii) Claiming refugee protection under the *Immigration and Refugee Protection Act* (Canada) or having had such protection conferred on him or her;
  - d) A person if that person has received "Stage 1 Approval" while awaiting determination of an application for permanent residence in Canada under the *Immigration and Refugee Protection Act* (Canada) or an application for Canadian citizenship and his or her parent or someone else with lawful custody of him is a Canadian citizen resident in Ontario;

- e) A person if his or her parent or someone else with lawful custody of him or her is in Canada,
  - i) Under a work permit or awaiting the determination of an application for a work permit under the Immigration and Refugee Protection Act (Canada),
  - ii) As a permanent resident within the meaning of the Immigration and Refugee Protection Act (Canada) or is awaiting determination of an application for permanent residence in Canada under the Immigration and Refugee Protection Act (Canada),
  - iii) As a religious worker authorized to work in Canada under clause 186 (l) of the Regulations made under the Immigration and Refugee Protection Act (Canada),
  - iv) In accordance with authorization under the Immigration and Refugee Protection Act (Canada) to study in Canada and is a full-time student at a university, college or institution in Ontario, including an institution that is an affiliate or federated institution of a university or college, that receives operating grants from the Government of Ontario, or
  - v) In accordance with an agreement with a university outside Canada to teach at an institution in Ontario, including its affiliated or federated institutions, that receives operating grants from the Government of Ontario;
- f) A person who is a member of a class of persons prescribed by regulation for the purposes of this subsection. 2005, c. 21, s. 3.

### 8.3 Regulations

**(8)** The Minister may make regulations prescribing one or more classes of persons for the purposes of subsection (7). 2005, c. 21, s. 3.

### 8.4 Persons unlawfully in Canada

**49.1** A person who is otherwise entitled to be admitted to a school and who is less than eighteen years of age shall not be refused admission because the person or the person's parent or guardian is unlawfully in Canada. 1993, c. 11, s. 21.

## 9. Registering Pupils with Special Needs

- 9.1 It is the responsibility of the school principal to coordinate with the Special Education Consultant responsible for the school and to ensure adherence with Learning Services Memo 36-JB – Transition to School for Students with Special Needs.
- 9.2 For enrolment of a student with special needs who is a resident of Huron or Perth counties into any grade or program, the principal or designate shall:
  - 9.2.1 Direct the Early Years Resource Consultant, parent(s)/guardian(s), CAS worker, Group Home Staff, support agency personnel, etc. to contact the Learning Services department at the Education Centre; and
  - 9.2.2 Direct the service provider for Intensive Behaviour Intervention (IBI) of any student diagnosed under Autism Spectrum Disorders who is registering through the "Connections" programme to contact the AMDSB Applied Behaviour Analysis (ABA) Lead at the Education Centre.
- 9.3 Students with special education needs who enter school through the "Transition to School for Students with Special Needs" process will register at the home school regardless of where the eventual placement may be.

- 9.4 The Special Education Consultant responsible for the school will determine appropriate steps to gather pertinent information to facilitate entry to school. The Special Education Consultant will provide both information and recommendations for actions to the School Team to support the transition to school.
- 9.5 The Special Education Consultant reviews with the Central Team the information collected to determine appropriate placement, supports, transportation, and services for the child. Taken into consideration are items such as present staffing, availability of spaces in special classes, transportation issues, and parent/guardian requests.
- 9.6 Once the information has been reviewed centrally, the final decision regarding placement, supports, services, etc. is communicated to the home school, and to the receiving school, as applicable. The Special Education Consultant will support the receiving school in facilitating transition to school. The Consultant will recommend to the receiving school, as appropriate:
  - 9.6.1 To gather documentation suitable for the child's OSR, including any necessary for identification; and/or
  - 9.6.2 To make appropriate referrals for AMDSB services (e.g., Behaviour Resource, Teachers of the Deaf/Hard of Hearing, facilities for accessibility accommodations, transportation, etc.); and/or
  - 9.6.3 To refer to appropriate outside agencies for services (e.g., CCAC); and/or
  - 9.6.4 To implement appropriate transition activities (e.g., transportation orientation, submitting SEA claim, etc.); and/or
  - 9.6.5 To implement appropriate programming.
- 9.7 All enrolment requests received for any student with special needs whose parent(s)/guardian(s) are not residents of the counties of Huron and Perth must consult with the Learning Services and the Transportation departments then await final approval by the Superintendent of Schools (Learning Services – Special Education) or designate. This consultation will determine the costs involved with the enrolment, and the source of funds to cover these costs. For the consultation, some of the information the school shall collect will include:
  - 9.7.1 The reason for the request; and
  - 9.7.2 The source of the request (e.g., Parent(s)/Guardian(s), an agency or group home, etc.); and
  - 9.7.3 Available information from any prior assessment, IPRC, etc.
- 9.8 If approval is granted by the Superintendent of Education (Learning Services – Special Education) or designate then proceed with the enrolment.

## **10. Education Services Agreement**

- 10.1 The Avon Maitland District School Board recognizes that our students are often not living with or under the care of their custodial parent and/or legal guardian.
- 10.2 Custodial parents and/or legal guardians may need to temporarily grant a “designate” all of the rights and responsibilities for the education of the student. Principals should ensure that Form 302F Education Services Agreement is signed by all parties and the signed agreement is retained in the documentation folder of the student's Ontario Student Record.
- 10.3 The assessment of the use of this form may be done in consultation with your Regional Superintendent.

## 11. Student Withdrawal from Parental/Guardian Control

### 11.1 General

- 11.1.1 Section 265 of the Family and Children's Services Act makes reference to students who are 16 years old as having the right to declare themselves as having withdrawn from parental/guardian control.
- 11.1.2 Once it has been substantiated that a student has withdrawn from parental/guardian control, the parent(s)/guardian loses all right to educational information, as well as any other information to which the school/Board may have access such as personal information such as address or phone number.

### 11.2 Purpose of Form

- 11.2.1 Completion of Withdrawal from Parental/Guardian Control Notification Form 302I along with supporting evidence to show that the student is living independently is required to support the student's claim.
- 11.2.2 The student must provide some evidence that s/he is living independently from his/her parent/guardian and providing for his/her own living expenses. A copy of the evidence should be attached to the completed form. Such evidence could include:
  - A copy of a rental agreement
  - A pay stub or proof of social assistance
- 11.2.3 In the case where a student is living with an older sibling or a friend, a letter from the older sibling or parent of a friend where the student is living explaining the circumstances would be sufficient.
- 11.2.4 Where a student moves in with a family relative (e.g., grandparent or aunt) s/he would be regarded as "living in a temporary caregiver designate" situation rather than living independently. Form 302F Education Services Agreement should be completed in this case.
- 11.2.5 The form must be signed by the Principal of the school.
- 11.2.6 The completed form and the supporting evidence is to be placed in the DOCUMENTATION Folder of the student's OSR and copies of the signed form should be provided to the parent/guardian and student.

## 12. French Immersion

- 12.1. French Immersion is available at two dual-track elementary schools in the City of Stratford, Bedford Public School and Anne Hathaway Public School, beginning in Grade 1 and continuing until Grade 6. French Immersion continues in Grades 7 and 8 at Stratford Central Public School. French Immersion secondary school credits are offered from Grades 9-12 at Stratford Central Secondary School. Entry point to the program is in Grade one or in other grades only if transferring from another board's French Immersion program.
- 12.2. The parent/guardian must complete Form 302FI – French Immersion Program Request.
- 12.3. French Immersion students must attend the French Immersion school designated by their home address school boundary.
  - 12.3.1. If the student's home school is within the City of Stratford other than the Bedford school boundary, they will attend Anne Hathaway Public School.
  - 12.3.2. If the student lives within the boundary of Bedford Public School or within the rural school boundaries around the City of Stratford and on a Stratford secondary school bus route, they will attend Bedford Public School.

- 12.3.3. Students, who live outside the City of Stratford, but not on a secondary school bus route, may attend the French Immersion program at Bedford Public School if parents provide their own transportation.
- 12.4. Siblings of French Immersion students who are not planning to enroll in French Immersion, or French Immersion students who withdraw from the French Immersion program, but wish to attend the English stream of the French Immersion school and are not residents of the school's boundary, must complete a Border Crossing Request Form – 302B. Please note that border crossing applications are approved based on available space and where there is no additional cost to the Board. Please refer to section 4.4 – Border Crossing Approval Process.
- 12.5. Transportation on secondary school bus routes for the purpose of attending French Immersion is based on available space.

### **13. Continuing Education**

- 13.1 Continuing Education includes students registering for Credit Courses who will not be on a day school register.
- 13.2 The Ministry of Education provides Continuing Education registers.
- 13.3 All students from outside of Ontario or Visa students shall be referred to the Information Services department for review of documentation and fees before registering.
- 13.4 The Continuing Education registers must be filled out correctly and completely.
- 13.4.1 The Ministry requires a report on male/female enrolment. Students must be so identified on the register.
- 13.4.2 Grants must be claimed in the specified time periods. Therefore, it is essential that registers are submitted to the Information Services department as requested.
- 13.4.3 Registers must not be altered retroactively without consultation with the Information Services department.
- 13.5 There is no additional continuing education funding for any student deemed more than full-time. It is the responsibility of the person registering a new continuing education student to identify the prospective student's current enrolment status. The school must verify that the student is not on any day school register, or correctly recognize the student's status as a day school student. Any student attending day school while simultaneously taking a continuing education credit course must be correctly recorded on the continuing education register.

### **14. Distance Education**

- 14.1 The definition and description of distance education is defined by Administrative Procedure 220 Distance Education.
- 14.2 Enrolment and attendance procedures for e-learners are outlined in AP 197 Student Information Standardization. These procedures are based on the Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools and Ministry Memorandum.

## **15. Summer School**

15.1 Students enrolled in Summer School shall be placed on the Continuing Education: Summer School register.

15.2 Pupils who are enrolled in a day school program offered by the Board may be admitted to the Board's summer school program. Also, pupils who were enrolled in grades 1-12 in a private school that was in compliance with subsection 16(1) of the Education Act, may be admitted to Ministry funded summer school programs offered by the Board.

## **16. Care and Treatment Schools**

Students placed in Care and Treatment will be entered on the appropriate enrolment/attendance register.

## **17. Relevant Enrolment Forms**

- Form 302A Student Registration
- Form 302B Request for Border Crossing
- Form 302C Initial Border Crossing Approval Letter
- Form 302D Request for Renewal Border Crossing Permission
- Form 302D (a) Border Crossing Renewal Letter
- Form 302E Confirmation of Immigration Documentation
- Form 302F Education Services Agreement
- Form 302FI French Immersion Program Request
- Form 302G Border Crossing Request Flowchart
- Form 302H Elementary School Withdrawal Form (access through Maplewood)
- Form 302I Student Withdrawal from Parent/Guardian Control