

## Registration Completion Checklist

In all instances, **ORIGINAL** documentation or officially certified copies must be presented.

### ***Student Currently Registered with the Peel District School Board ~ Required:***

- ☐ Transfer form (Elementary) or Status Sheet (Secondary) from previous Peel District School Board school Proof of
- ☐ Proof of Address (see list below)
- ☐ Completed Registration Form

### ***Student Not Currently Registered with the Peel District School Board ~ Required:***

- ☐ ***Child's age (please present and check off one document from the list below – verify only; no copies taken)***
  - ☐ Birth Certificate/Birth Registration Card
  - ☐ Citizenship Card or Certificate / Passport
  - ☐ Passport - Foreign
  - ☐ Permanent Resident Card / Confirmation of Permanent Residence
  - ☐ Student Authorization/Study Permit
  - ☐ Temporary Resident's Permit
  - ☐ Certificate of Indian Status Card
  - ☐ Report pursuant to the Immigration and Refugee Protection Act with photo
  - ☐ Other: \_\_\_\_\_

PLEASE RECORD COUNTRY OF BIRTH HERE: \_\_\_\_\_

- ☐ ***Citizenship or eligibility (please check off which document you will present from the list below– verify only; no copies taken)***
  - ☐ Permanent Resident Card / Confirmation of Permanent Residence
  - ☐ Work permit
  - ☐ Employment Authorization from Citizenship and Immigration Canada
  - ☐ Study Permit or Letter of Acceptance issued to parent for a diploma or degree program
  - ☐ Refugee/Convention Refugee Permit
  - ☐ Visitor Permit for Missionary or Diplomatic Work
  - ☐ Our family is currently awaiting proof of eligibility and we are unable to provide the requested document  
***(schools will consult with, or refer to Welcome Centres)***

PLEASE RECORD DATE OF ENTRY TO CANADA HERE: \_\_\_\_\_

WAS STUDENT EVER PREVIOUSLY REGISTERED IN PEEL DISTRICT (PDSB) SCHOOL? Yes ☐ No ☐

If yes, please state when: \_\_\_\_\_

- ☐ ***Address (please check off which document you will present)***
  - ☐ Utility Bill (water, hydro, gas, phone, cable, cell phone)
  - ☐ Bank Statement/Letter from Financial Institution
  - ☐ Credit Card Statement
  - ☐ Government forms (i.e. Service Canada, Ontario Works or Canada Post change of address)
  - ☐ Purchase/Lease/Rental Agreement
  - ☐ Other Government Identification (e.g. Ontario Photo Card)  
*Please note that a driver's license cannot be accepted.*
  - ☐ Our family is currently in an alternate living situation or temporary shelter and is unable to provide the proof of address listed above ***(schools will consult with, or refer to Welcome Centres)***

☐ **Immunization (Not required for students with an OEN)**

Students registering in an Ontario public school for the first time should provide proof of immunization/vaccination or valid Exemption from Peel Health. Parents are encouraged to report your child's immunization online at [Peel Health](#) and provide the reference number to your child's school on the student registration form.

☐ **Custody documents (if applicable)** – court orders, affidavits, or separation agreements

- ☐ The student being registered is not residing with a parent/legal guardian and currently unable to provide a custody document as listed above (***schools will consult with, or refer to Welcome Centres to pursue proof of application for legal guardianship/custody***)

☐ **Education documentation (if available)**

- For **Elementary** students, please bring the most recent report card(s)
- For **Secondary** students, please bring the most recent transcript, report card or credit summary report (if available). Notify school at time of registration if child is registered currently in a specialized program such as SHSM (include sector), IB, IBT, FI, EF, ELL or other special program
- Provide a copy of child's most recent IEP, if applicable.
  - ☐ Unable to provide education documentation. If you wish, please provide reason:

☐ **MSEP Consent Form**

- If you are new to Canada, please complete the MSEP Consent Form if you approve a school Settlement Worker contact you to provide information about schools and supports for student and families

☐ **Verification: We have provided the information listed above:**

**Parent/Guardian signature:** \_\_\_\_\_

**Student Language Information**

Primary language spoken by child at home: \_\_\_\_\_

Language of child's instruction at school(s) previously attended: \_\_\_\_\_

We would like to find out more about English Language learning support at school: \_\_\_\_ yes \_\_\_\_ no

**Name Of Student (Please Print):** \_\_\_\_\_

**Signature Of Parent/Guardian:** \_\_\_\_\_

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

**For Office Use Only:**

- ☐ I have seen the above documents and validated as per LDSS 1: The Registration, Admission and Withdrawal of Students
- ☐ I have made a copy of custody orders, court orders for OSR inclusion (if applicable)
- ☐ I have entered the registration information into SIS and verified its accuracy
- ☐ I have collected and scanned the MSEP consent form (for families new to Province or Canada), copied for inclusion in the OSR, and sent a copy to the Welcome Centres in the courier
- ☐ I have included this Registration Completion checklist for retention in OSR

**Signature of staff:** \_\_\_\_\_