

## STUDENT INFORMATION AND ELIGIBILITY ATTESTATION FORM

[To be completed by Board Employee ONLY]

This form will be used by school staff members to collect information in keeping with the Education Act. The principle purpose for the collection of this information is to provide confirmation of:

- Pupil Eligibility for English as a Second Language (ESL) (PANA)
- Pupil Residency
- Pupil Eligibility to attend an Ontario school without paying tuition fees

**IMPORTANT:** A current copy of the Registration Form or printed Student Information Verification from PowerSchool **MUST** be attached to this form to support the validation of information provided. Failure to include one of these two registration information documents will make this form null and void.

(Note: A Parent/Guardian or Adult Student signature must be included on this form OR the attached registration/printed verification form)

**PUPIL LEGAL LAST NAME** \_\_\_\_\_

**PUPIL LEGAL FIRST NAME** \_\_\_\_\_

**ADMISSION STATUS (must check one):**      ☐ Pupil of the Board      ☐ Other Pupil

**PREVIOUS SCHOOL INFORMATION (mandatory):**      First time registering for school ☐

**Previous School Board** \_\_\_\_\_ **Last Day of Attendance** \_\_\_\_\_  
DD-MMM-YYYY

If outside of province, please indicate province or country and language of instruction:

**Province/Country** \_\_\_\_\_ **Language of Instruction** \_\_\_\_\_

Schools are reminded of their obligations, in particular as they relate to the collection and retention of personal information, under the *Municipal Freedom of Information and Protection of Privacy Act*. For this reason, photocopies of a student's personal or immigration documentation (e.g. birth certificates, passports, visas) should not be retained in a student's Ontario Student Record (OSR) at the time of registration.

**PROOF OF DATE OF BIRTH (mandatory):**

If *Other* (code 98) is indicated on the verification form, please specify the document viewed

**PROOF OF ADDRESS:** (must check one document viewed; up to 2 changes of address before new form required; an updated Student Information Verification print out from PowerSchool must be attached for each change of address)

- ☐ Current Agreement of Purchase and Sale
- ☐ Current Utility Bill
- ☐ Current Property Tax Bill
- ☐ Current Home Phone/Cable/Internet Bill
- ☐ Other: please specify \*

Date viewed: \_\_\_\_\_

Change of address verified:

- ☐ Current Agreement of Purchase and Sale
- ☐ Current Utility Bill
- ☐ Current Property Tax Bill
- ☐ Current Home Phone/Cable/Internet Bill
- ☐ Other: please specify \*

Date viewed: \_\_\_\_\_

Change of address verified:

- ☐ Current Agreement of Purchase and Sale
- ☐ Current Utility Bill
- ☐ Current Property Tax Bill
- ☐ Current Home Phone/Cable/Internet Bill
- ☐ Other: please specify \*

Date viewed: \_\_\_\_\_

**Note: \* Driver's License or Health Card is not acceptable for audit purposes**

# STUDENT INFORMATION AND ELIGIBILITY ATTESTATION FORM

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## CITIZENSHIP/IMMIGRATION INFORMATION (mandatory)

Schools must view proof of a student's entry into Canada. Date of entry is the date that the student enters Canada to live, not a short-term visit/vacation in Canada taken beforehand. Check off the document presented and record the date on the document (should match the date of entry). For more clarification on requirements in this section, please refer to the current [Enrolment Register Instructions for Elementary and Secondary Schools](https://www.edu.gov.on.ca/eng/policyfunding/forms.html)

([www.edu.gov.on.ca/eng/policyfunding/forms.html](https://www.edu.gov.on.ca/eng/policyfunding/forms.html)) and [Memorandum 2018: SB08](https://efis.fma.csc.gov.on.ca/jaab/Memos/SB2018/SB08%20EN.pdf) (<https://efis.fma.csc.gov.on.ca/jaab/Memos/SB2018/SB08%20EN.pdf>)

**Only one document is required**

☐ **Canadian Citizenship (Student born in Canada)**

City of Birth \_\_\_\_\_

Province \_\_\_\_\_

Specify document viewed: \_\_\_\_\_

☐ **Canadian Citizenship (Student born outside of Canada)**

Country of Birth \_\_\_\_\_

Date of entry \_\_\_\_\_

Specify document viewed: \_\_\_\_\_

☐ **Self-Identified Indigenous Student**

Associated Nation \_\_\_\_\_

Aboriginal Ancestry: (Please check one)

☐ Status/First Nations of Canada ☐ Non Status/First Nations of Canada ☐ Métis ☐ Inuit

☐ **Fee Paying Students (check one)**

☐ Upper Canada Leger Centre (UCLC) supported International Learning Student

☐ Ahkwesahsne Mohawk Board of Education (AMBE) supported Student

☐ Student Study Permit for Visa Student valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

☐ Visitor Record valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

☐ **Exchange Student Attending Host School**

Exchange Agreement Agency \_\_\_\_\_

Duration of Exchange \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Name of Reciprocal Student \_\_\_\_\_ Country of Reciprocal Student \_\_\_\_\_

☐ **Permanent Resident (check one)**

☐ Parent/Guardian ☐ Student (if 18 years+) Date became permanent resident \_\_\_\_\_  
(DD-MMM-YYYY)

☐ Stage One Approval Letter Date of Letter \_\_\_\_\_  
(DD-MMM-YYYY)

☐ Equivalent Documentation from Immigration, Refugees and Citizenship Canada (IRCC)  
confirming approval in principle (specify below type of document with date)

Type of Document \_\_\_\_\_ Date \_\_\_\_\_  
(DD-MMM-YYYY)

# STUDENT INFORMATION AND ELIGIBILITY ATTESTATION FORM

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## CITIZENSHIP/IMMIGRATION INFORMATION continued

### ☐ Refugee Status

#### ☐ Documentation from IRCC confirming Refugee Status

Date of Entry stamped on document \_\_\_\_\_  
(DD-MMM-YYYY)

#### ☐ Consideration of Eligibility (Convention Refugee)

Date of Entry stamped on document \_\_\_\_\_  
(DD-MMM-YYYY)

### ☐ Parent's Study Permit

#### ☐ Parent's Acceptance Letter confirming the parent will be a full-time student at a qualified university, college or institution in Ontario. (retain copy in child's OSR)

☐ Parent Study Permit valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

Verify below that the parent is a full-time student enrolled in a degree, diploma, or certificate program that consists of a minimum of 2-3 semesters and 600+ hours of instruction (check one) ☐ Degree ☐ Diploma ☐ Certificate

### ☐ Parent's Work Permit

#### ☐ Documentation from IRCC confirming approval of Work Permit (i.e. actual work permit to be issued at a later date)

☐ Parent Work Permit valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

☐ Student Study Permit \*\*\* (Parent's work permit to be issued at a later date)  
valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

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

### ☐ Other

Diplomat Status/Minister's Permit valid from \_\_\_\_\_ to \_\_\_\_\_  
(DD-MMM-YYYY) (DD-MMM-YYYY)

## CONFIRMATION OF DOCUMENTATION AND STUDENT ELIGIBILITY FOR ESL/PANA FUNDING

Complete only if applicable

Country of Birth \_\_\_\_\_ Citizen of \_\_\_\_\_

Original Date of First Entry into Canada \_\_\_\_\_  
(DD-MMM-YYYY)

☐ Verified Canadian Stamped Date of Entry on Passport

# STUDENT INFORMATION AND ELIGIBILITY ATTESTATION FORM

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## PARENT/LEGAL GUARDIAN INFORMATION (Check all that apply)

- ☐ Adult Student 18 years and older
- ☐ Minor living on own (16 – 17 years)

### Custody Information\*\*\*\* (Under 18 years only)

- ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Shared ☐ Joint ☐ Guardian ☐ C.A.S.

### Living with (Under 18 years only)

- ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian ☐ Other ☐ C.A.S.

**Note: \*\*\*\*Written Guardianship Agreement or Court Order is required for Ministry audit purposes if custody is not indicated as 'Both Parents'.**

### Guardianship: (Complete only If applicable)

- ☐ Guardianship Agreement or Court Order reviewed (If there is no Guardianship Agreement or Court Order, then all the following criteria must be met in order for the child to attend school without the payment of a tuition fee)

- ☐ Yes ☐ No 1) The student is a Canadian citizen or a permanent resident of Canada.
- ☐ Yes ☐ No 2) 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.  
Immediate Family Relationship (please specify) \_\_\_\_\_
- ☐ Yes ☐ No 3) 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
- ☐ Yes ☐ No 4) 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.

I certify that the information recorded on this form is true and correct to the best of my knowledge. I understand that making a false statement or misrepresentation is grounds for refusing this application to attend school.		I certify that the information contained on this form is accurate and that I have examined the applicable documentation as indicated.	
<b>Parent or Guardian (or adult student)</b>		<b>School Board/School Official</b>	
Name (please print):		Name / Position: (please print)	
Signature:		Signature:	
Date:		Date:	