

## ADMINISTRATIVE PROCEDURE

The following requirements shall be met to register a student:

**1. Catholic Parents:**

- A copy of the student's birth certificate, baptismal certificate or passport must always be provided as proof of age.
- All elementary students who have a Catholic parent(s) and who is an elector of the *Catholic District School Board of Eastern Ontario* have a legal right to attend. The right of attendance shall be determined by the parent's proof of eligibility to be an elector of the school board. A copy of the parent's baptismal or confirmation certificate shall be considered proof of right to attend (a copy to be included in the student's Ontario Student Record (OSR). Parents are to be encouraged to contact a parish to initiate sacramental procedures should student not be baptized.

**2. Catholic Student and Non-Catholic Parent:**

Children baptized Catholic who are living with a non-Catholic parent or guardian are admitted with a copy of the child's baptismal certificate.

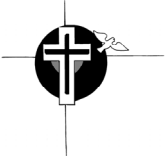
**3. Non-Catholic Student & Non-Catholic Parent:**

Parents/guardians who are non-Catholic and wish their child to attend a Catholic school will be admitted provided that:

- there is adequate space,
- the parents wish a Catholic education, and
- the parents agree to respect the traditions and teaching of the Catholic school and will allow their child to participate in all programs.

Such admission is guided by the following procedures and subject to yearly review:

- The Principal shall interview the parents to determine to his/her satisfaction that the request is motivated primarily by the desire for an education within a Catholic educational tradition.



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### 3. (Continued):

- Following the Principal interview, a Form for Request for Admission is signed. This form includes:
  - an agreement of participation of student in full educational program offered by the school, including Religious and Family Life Education
  - an agreement to conduct which demonstrates respect and support of Catholic tradition and values
  - an agreement to allow the student to participate in the liturgical life of the school
  - an agreement that the Form for Request of Admission is filed in the student's Ontario Student Record; and
  - an acceptance of the policies related to School Council.
- The parent will forward a letter to the Superintendent of Education who then discusses the application with the principal of the school to determine the impact on present and future pupil spaces and staffing and the commitment of the parent to a Catholic education for the child.
- Parent is informed in writing of the decision by the Superintendent.

### Notes:

1. School starting age for a child admitted to a Junior Kindergarten class is December 31 of the calendar year in which the child reaches four (4) years of age.
2. School starting age for a child admitted to a Senior Kindergarten class is December 31 of the calendar year in which the child reaches five (5) years of age.
3. It is expected that all siblings of an admitted child will attend schools within the Board.
4. The parent's baptismal certificate or tax receipt indicating Catholic elector shall be copied and filed in the Ontario Student Record (OSR).



Catholic District School  
Board of Eastern Ontario  
www.cdsbeo.on.ca

## FORM FOR REQUEST OF ADMISSION OF NON-CATHOLIC STUDENTS

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date of Birth

Name of Father: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(include Township, Concession and Lot No., if applicable)

Name of Mother: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(include Township, Concession and Lot No., if applicable)

Telephone: Home \_\_\_\_\_ Mother (w) \_\_\_\_\_ Father (w) \_\_\_\_\_

Name of Previous School: \_\_\_\_\_ Tel. No. \_\_\_\_\_

### PARENTAL REQUEST

I, \_\_\_\_\_, hereby request permission to register my child at

\_\_\_\_\_, for the school year \_\_\_\_\_ or from \_\_\_\_\_ to \_\_\_\_\_.  
(Name of School)

- I agree to demonstrate respect and support for the Catholic tradition and values and I further agree to have my child participate in and receive the religious instruction provided at the school including: Religious and Family Life Education and all aspects of the liturgical life of the school.
- I agree that this request is motivated primarily by the desire for an education within a Catholic environment
- I accept the Board policies regarding School Councils
- My child has special needs: " Behavioural " Learning Difficulties
- I attest that I have provided accurate information

Parent Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

Principal Signature: \_\_\_\_\_

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

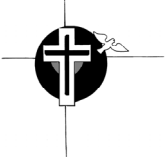
### SUPERINTENDENT APPROVAL

Approval is hereby granted for the admission of the above-named pupil in our system.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**N.B. The child may be admitted on or after the first day of school in September, once it has been determined that space is available, but should not be enrolled in the classroom register until the approval from the Superintendent has been issued and received by the Principal.**

Original filed in Ontario Student Record (OSR)



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**B6:1**  
**Admission of Students**  
**Page 4 of 4**

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**Copy: Parent and Superintendent of School**

Admission of Students – B6:1  
September 2001

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September 2001