

Adult Co-Operative Education REGISTRATION INSTRUCTIONS

DOWNLOAD AND SAVE THIS FORM TO YOUR COMPUTER WITH A NEW FILE NAME PRIOR TO COMPLETION.

- Contact your most recent school to obtain a copy of your High School Transcript
- Collect **each** of the following **FOUR** Proof of Identity documents:
 - 1 Proof of Citizenship
 - 1 Proof of Date of Birth
 - 2 documents showing Proof of Ontario Residency.

See all acceptable documents [here](#). ***No other documents will be accepted.***
- Complete the registration package in FULL
- Email the completed registration package, your transcript, and all Proof of Identity documents to ConEd@hdsb.ca

Once all documents are received, you will be contacted with more information. If you have indicated on your registration form that you wish to speak with a Counselor to discuss an education plan, we will contact you to schedule an appointment.

Please allow 2 to 4 business days to process your registration.

Applications with missing or unclear documentation will not be processed.

STUDENT INFORMATION

Legal Last Name:		OEN:	
Legal First Name:		Preferred Name:	
Was this your name at birth? <input type="checkbox"/> Yes <input type="checkbox"/> No		If 'no':	Date of Birth: <small>YYYY/MM/DD</small>
Address: <small>Number Street Name Apt. No. City Postal Code</small>			
Phone Number:	Alternate Number:		Email:
Country of Citizenship:	Status in Canada:		Date of entry into Ontario (If applicable) : <small>YYYY/MM/DD</small>
Country of Birth:	<small>ATTACH DOCUMENTATION IF NOT CANADIAN CITIZEN</small>		
Medical Conditions:		Life Threatening? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Student Information (if required):			
Have the student ever attended a high school in Ontario <input type="checkbox"/> Yes <input type="checkbox"/> No		Last Grade completed: _____	
If yes, School name: _____		City: _____	
Have you applied to a post-secondary institution through OCAS or OUAC for September 2024? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If 'Yes', to which College or University did you apply? (Indicate all)			
Applying to (check one) : <input type="checkbox"/> Start a New Co-op <input type="checkbox"/> Earn additional credits at a previous Co-op placement			
Session: <input type="checkbox"/> February 21st - June 19th			
Name of Placement:		Address:	
Name of Supervisor:		Supervisor Phone number:	
Course Code:		Number of Credits: <input type="checkbox"/> 1 <input type="checkbox"/> 2	

IMPORTANT NOTES

- Please complete this form in full. Missing or incorrect data may result in a delay of the registration process
- To participate in an Adult School Co-op, your application must be approved by Gary Allan High Learning Centres. You must have a placement arranged that meets all Ministry of Education Requirements for Co-op such as a suitable location, supervision, hours and safety.

EMERGENCY CONTACT INFORMATION

Last Name:	First Name:	
Home No.	Cell No.	Email:

PARENT/GUARDIAN/STUDENT AUTHORIZATION

Collection of Personal Information: The information gathered on the applicant's Registration Form is collected pursuant to the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. **ALL STUDENTS MUST SHOW PICTURE I.D. AT REGISTRATION.**

I certify that the information given on this form is correct.

Signature of Student	Date
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CURRENT HOME SCHOOL USE ONLY

OUT OF BOARD/ADULT STUDENTS Verification – Home School Admin or Designate: Please indicate documentation provided for each of the following:

Proof of Citizenship: Birth Certificate Canadian Citizenship Passport Immigration Papers Other _____

Proof of Date of Birth: Birth Certificate Canadian Citizenship Passport Immigration Papers Other _____

Proof of Ontario Residency: Current utility bill Current Property tax bill Current home phone/cable/internet bill Property Purchase bill of sale

TO BE COMPLETED FOR ALL STUDENTS

Pre-requisite Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Correct Course code verified Yes No
Home School Administrator/Designate Name (please print)	Home School Administrator/Designate Signature Date

Complete this Check list before submitting your application.

In order to register for any HDSB programs, the following documentation **must** be submitted at time of registration: Proof of Citizenship, Proof of Date of Birth, AND Proof of Ontario Residency.

NO OTHER FORMS of documentation will be accepted.

Please indicate which form of Proof of Citizenship you have attached.		
Select ONE of the following:		
Birth Certificate <input type="checkbox"/>	Immigration Papers <input type="checkbox"/>	Permanent Resident Card <input type="checkbox"/>
Passport <input type="checkbox"/>	Canadian Citizenship Documents <input type="checkbox"/>	Refugee Documents <input type="checkbox"/>

Please indicate which form of Proof of Date of Birth you have attached.		
Select ONE of the following:		
Birth Certificate <input type="checkbox"/>	Immigration Papers <input type="checkbox"/>	Baptismal/Faith Record <input type="checkbox"/>
Passport <input type="checkbox"/>	Canadian Citizenship Documents <input type="checkbox"/>	

Please indicate which form of Proof of Ontario Residency you have attached.		
Select TWO of the following:		
Current Lease or Deed <input type="checkbox"/>	Current Property Tax Bill <input type="checkbox"/>	Current Home Utility Bill <input type="checkbox"/>
Current Motor Vehicle Ownership <input type="checkbox"/>	Original Credit Card Statement <input type="checkbox"/>	Current bank statement <input type="checkbox"/>
Recent correspondence from a Municipal, Federal or Provincial Government Agency <input type="checkbox"/>	Most recent original Income Tax Assessment <input type="checkbox"/>	
<p>Note: Driver's license/Health Card are <u>not acceptable</u>, as in some cases you may hold an Ontario Drivers licence/Health card and no longer permanently reside in Ontario</p>		

Ensure that all documents are clear and legible. If submitting photos of documents, the photo must be taken straight-on, be in focus, and have no glare.

- I confirm that I have attached the FOUR required documents as listed above
- I confirm that I have downloaded and saved this registration form to my computer prior to completion and filled it out entirely

Applications with missing or unclear documentation will not be processed.

[Email completed registration form and all required documents to ConEd@hdsb.ca](mailto:ConEd@hdsb.ca)

Once all documents are received and processed, you will be contacted with more information.

Proof of Identification requirements

for Adult (18 years of age+) or all Out of Board, non-HDSB students

In order to register for any HDSB programs, the following documentation must be shown at time of registration:

- **Proof of Citizenship – Any ONE of the following:**
 - Birth Certificate
 - Passport
 - Immigration Papers
 - Canadian Citizenship Documents
 - Permanent Resident Card

- **Proof Of Date of birth – Any ONE of the following:**
 - Birth Certificate
 - Passport
 - Immigration Papers
 - Canadian Citizenship Documents

- **Proof of Ontario Residency - any TWO of the following:**
 - Current lease or Deed
 - Current utility bill
 - Current property tax bill
 - Current motor Vehicle Ownership and Insurance
 - Original Interim property Tax Bill
 - Current bank statement
 - Original credit card statement
 - Recent correspondence from a government agency
 - Most recent original Income Tax Assessment
 - Recent correspondence from a Municipal, Federal or Provincial Government Agency

If an adult or Out of Board student does not have any of the above documentation to prove residency, an emergency contact/guardian who lives at the same address must be indicated on page 2 of the registration form and 'Lives with student' must be checked off. Proof of Ontario Residency in that person's name must then be submitted.

Note: Driver's license/Heath Card are not acceptable, as in some cases you may hold Ontario Drivers licence/Heath card and no longer permanently reside in Ontario.