



2023-2024 Non-HDSB and Adult Student registration form

905-632-2944 www.garyallan.ca ConEd@hdsb.ca

Save this form to your computer and complete in full

Night School use only

STUDENT INFORMATION form with fields for legal name, OEN, preferred name, date of birth, address, phone number, citizenship, enrolment status, etc.

MEDICAL INFORMATION (REQUIRED IN THE EVENT THAT CLASSES RETURN TO AN IN-PERSON FORMAT) form with fields for immunization record, medical conditions, and medications.

SCHOOL INFORMATION form with fields for current school name, grade, address, phone number, and registration status.





**PARENT/LEGAL GUARDIAN OR EMERGENCY CONTACT INFORMATION**

1. If **NO ACCESS**, legal documentation required. Documentation Received:  Yes  No  Not applicable

Last Name:	First Name:	
Home No.	Cell No.	Email:
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Step Parent <input type="checkbox"/> Father <input type="checkbox"/> Foster Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other: _____	<input type="checkbox"/> Access to Student <input type="checkbox"/> Guardian <input type="checkbox"/> Receives Mail	<input type="checkbox"/> No Access <input type="checkbox"/> Custody <input type="checkbox"/> Speaks School Language <input type="checkbox"/> Lives with Student <input type="checkbox"/> Access to Records

2. If **NO ACCESS**, legal documentation required. Documentation Received:  Yes  No  Not applicable

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Home No.	Cell No.	Email:
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**IMPORTANT NOTES**

- Students currently enrolled in an *HDSB* high school **MUST** register through their MyBlueprint account.
  - **Students in a high school outside of the HDSB** may email the completed registration form, verified and endorsed by their home school guidance office, and a credit Counselling Summary or Transcript to [coned@hdsb.ca](mailto:coned@hdsb.ca) or fax to (905) 637-5390
  - **Adult students** must attach Proof of Ontario residency (Current utility, property tax, home phone/cable/internet bill, or Property Purchase/bill of sale) as well as proof of date of birth and citizenship
  - If the student has an IEP, please email it to the teacher on the first day of class
  - Courses offered are for high school credit. They are **not** general interest courses.
  - Students are required to complete all assignments, tests and exams and maintain regular attendance (students may miss a total of 3 classes). Failure to do so will result in removal from the program.
  - If the student wishes to drop out of the course **or** misses more than 3 classes, a Drop Form must be completed. Without a formal drop form, a failing mark will be entered on the permanent educational record.
- \* A course will be cancelled if it does not have sufficient enrolment. Please check [www.garyallan.ca](http://www.garyallan.ca) for course listings.\***
- 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.

**COURSE SELECTION**

COURSE NAME	COURSE CODE

**PARENT/GUARDIAN/STUDENT AUTHORIZATION**

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

Signature of student (if over 18 years of age) or Parent/Guardian if under 18 years of age	Date
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**CURRENT HOME SCHOOL USE ONLY**

**AUTHORIZATION: To be completed by the home school for out of Board students to confirm eligibility to take the above course.**

**Verification – Please indicate documentation presented at time of home school registration for each of the following:**

**Proof of Citizenship:**  Birth Certificate  Canadian Citizenship  Passport  Immigration Papers  Other \_\_\_\_\_ **Country:** \_\_\_\_\_

**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:**

School Administrator/Designate name (please print)	High School Name
School Administrator/Designate Signature	BSID# <span style="float: right;">Phone Number</span>



**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 <b>Proof of Citizenship</b> you have attached for the registrant.		
Select <b>ONE</b> 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 <b>Proof of Date of Birth</b> you have attached for the registrant.		
Select <b>ONE</b> 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 <b>Proof of Ontario Residency</b> you have attached for the registrant if over 18 years of age, or are in the name of one of the emergency contacts you have listed on the form.		
Select <b>TWO</b> 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><b>Note:</b> Driver's license/Health Card are <b>not acceptable</b>, 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 entirety

**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.