



2024-2025 SCHOOL YEAR (September-June)

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.

Email all documents in one email to ConEd@hdsb.ca

STUDENT INFORMATION			
Legal Last Name:	OEN:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Legal First Name:	Preferred Name:	Self-Identify as: _____	
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:			
Additional Student Information (if required):			

MEDICAL INFORMATION	
Medical Conditions: If the student has significant health factors of which the school board should be aware, please describe the condition(s) below	
_____	Life Threatening? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Life Threatening? <input type="checkbox"/> Yes <input type="checkbox"/> No

SCHOOL INFORMATION		
Has the student ever attended a school in Ontario? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, School Name: _____		
Name of last school attended outside of Ontario:	Country:	Grade:
	City:	Year:

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

COURSE NAME	COURSE CODE

I WISH TO SPEAK WITH SOMEONE ABOUT MY EDUCATIONAL PLAN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I WISH TO LEARN MORE ABOUT MP.L.A.R. (MATURITY PRIOR LEARNING ASSESSMENT RECOGNITION)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BELIEVE THAT COMPLETION OF COURSE(S) ABOVE WILL FULFILL MY DIPLOMA REQUIREMENTS	<input type="checkbox"/> ES	<input type="checkbox"/> O

STUDENT AUTHORIZATION : BY SIGNING, YOU CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT	
Signature of student	Date

OFFICE USE ONLY		
Proof of Ontario Residency received: <input type="checkbox"/>	Proof of Citizenship received: <input type="checkbox"/>	Proof of Date of Birth received: <input type="checkbox"/>
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.