



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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<b>Section:</b>	<b>Educational Services</b>	<b>Regulation Code: ES-5.1.2</b>
<b>Regulation:</b>	<b>• Admissions and Attendance</b>	<b>Policy Code Reference: ES-5.1</b>
	<b>STUDENT REGISTRATION/ ADMISSION – RESIDENT STUDENTS</b>	<b>Page 1</b>

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-5.1, Student Registration/Admission.

1. Resident students are to be admitted to schools within the Board with the anticipation that the following documentation will be provided:
  - 1.1 birth certificate,
  - 1.2 immunization records (translated as required),
  - 1.3 legal guardianship (where applicable), and
  - 1.4 tuition fees (where applicable).

No resident student or student waiting for permanent resident status (also known as landed immigrant status) is to be denied entry into an Ontario school for lack of appropriate documentation.

2. School staff will use the Ministry of Education Student Information and Eligibility Form to collect information in keeping with the Education Act, to provide confirmation of Pupil Eligibility for English as a Second Language (ESL), residency and the right to attend without paying tuition fees. The form will be retained in the student's Ontario Student Record (OSR). School staff will be provided with ongoing training on registration procedures for resident students.
3. Tuition fees for students residing on land exempt from taxation (e.g. non-First Nation students living on a First Nation Territory) are to be collected at time of registration and must be submitted to the Finance Department in the form of postdated cheques prior to the student being admitted.