



Thank you
for
registering!

Ottawa Catholic School Board
Admissions Department
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222 Ext. 2308
Fax: 613-224-5063
ocsb.ca/register

Checklist for the Kindergarten Registration Package

Do you have all of the required OCSB forms?

Required:

- Student registration form
- Consent for the use and routine disclosure of student information
- Confidential information gathering packet

If applicable:

- School registration parent survey
- Building Bridges form (to be completed by daycare)
- MPAC's direction of school support application (to support Catholic education)
- Separate school assessment lease form

Do you have your supporting identity documents?

Required:

- Proof of age (birth certificate, passport, or immigration document)
- Proof of address (government document, mortgage agreement, hydro bill, credit card statement)

If applicable:

- Baptismal certificate (not required if you registered under our space availability provision)
- School records (transcripts, report cards, IEPs, if applicable)

Other items for your checklist

- Visit OSTA's website at ottawaschoolbus.ca to see if you are eligible for transportation
- Register early for child care if you need before and after school care at ocsb.ca/childcare
- Our schools do not have mandatory school supplies, but we recommend indoor shoes, a backpack, and a lunchbox



STUDENT REGISTRATION FORM

F M Student is Catholic

Gender Date of Birth MM/DD/YYYY Home or Primary Phone Previous OCSB school (If applicable)

 Legal Last Name Legal First Name Legal Middle Name

 Preferred Last Name Preferred First Name

SIBLINGS AT THIS SCHOOL

_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Name	Grade	Name	Grade
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Name	Grade	Name	Grade

OFFICE USE ONLY

_____	_____	_____	FWC assess date	_____	IEP <input type="checkbox"/>	_____
Home School	School of Attendance	Prev OCSB school		MM/DD/YYYY		DOB Verification
_____	_____	_____	_____	_____	_____	_____
Student No.	OEN	French Prgm	Other Prgm	Grade	Class	Start Date MM/DD/YYYY

REQUIRED DOCUMENTS

- Birth certificate or alternative document for proof of age (use confirmation of pupil eligibility form for passports-store in OSR)
- Proof of address (Must indicate type of document verified - do not photocopy)
TYPE OF DOCUMENT: _____

PLEASE NOTE: Driver's Licences not accepted

DOCUMENTS (IF APPLICABLE)

- Immigration documents (do not photocopy - use confirmation of pupil eligibility form and store in OSR)
- Baptismal certificate (parent or child)-Store in OSR
- Recent school report card
- Ontario Student Transcript (GR 9-12 only)
- Course selections (GR 9-12 only)
- Recent IEP-Doc file in OSR
- Custody order or guardianship declaration-Doc file in OSR
- Recent professional assessments-Doc file in OSR

REQUIRED FORMS

- Consent for the Use and Routine Disclosure of Student Information (store in OSR)

FORMS (IF APPLICABLE)

- Application for Direction of School Support -send to admissions
- Separate School Assessment Lease-send to admissions
- Confirmation of Pupil Eligibility (for immigration docs) - OSR
- Cross-boundary Transfer Form - OSR
- Building Bridges (completed by daycare, JK only)
- School Registration Parent Survey -send to research
- Third Party Storage (if assessments are submitted)
- Kindergarten Confidential Information Gathering (JK only)

STUDENT'S RESIDENCE

Address to be used for transportation entitlement (if applicable)

Home or Primary Phone

RR#	Apt/Unit #	House #	Street	City	Province	Postal Code
-----	------------	---------	--------	------	----------	-------------

Parent/Guardian
at this addressCatholic

First Name

Last Name

Relationship to Student

Work Phone

Cell Phone

Email

*Email account holder's signature of consent to receive electronic communication [see below]

Parent/Guardian
at this addressCatholic

First Name

Last Name

Relationship to Student

Work Phone

Cell Phone

Email

*Email account holder's signature of consent to receive electronic communication [see below]

Custody Info (if applicable)

 STUDENT'S OTHER RESIDENCE OR

Home or Primary Phone

 RESIDENCE OF PARENT NOT LIVING WITH STUDENT

RR#	Apt/Unit #	House #	Street	City	Province	Postal Code
-----	------------	---------	--------	------	----------	-------------

Parent/Guardian
at this addressCatholic

First Name

Last Name

Relationship to Student

Work Phone

Cell Phone

Email

*Email account holder's signature of consent to receive electronic communication [see below]

Parent/Guardian
at this addressCatholic

First Name

Last Name

Relationship to Student

Work Phone

Cell Phone

Email

*Email account holder's signature of consent to receive electronic communication [see below]

Custody Info (if applicable)

Consent to Receive Electronic Communication - Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation came into effect July 2014 and protects people from unsolicited emails. This means that the Ottawa Catholic School Board must get express consent from you in order to send you electronic messages of a commercial nature. We use email to communicate about newsletters, important messages, and notice of cancellations to services and events. We also use emails for yearbook sales, field trips, milk and pizza sales, student photos and fundraisers. By signing this form you are giving consent to receive electronic messages from your child's school, school council, and the Ottawa Catholic School Board. These emails may include information of a commercial nature. We will not share your email address with any other organization and you may withdraw consent at any time. **Each individual email account holder must sign to indicate their own personal consent. *By providing your signature above, you have provided consent under CASL.**

EMERGENCY CONTACT

To be contacted in event parent(s) cannot be reached

Name (First Last)

Relationship to Student

Home Phone

Work Phone

Cell Phone

CITIZENSHIP AND LANGUAGE

	Country of Birth _____	Province of Birth (CAN) _____	Country of Citizenship _____
First/Home Language	<input style="width:100%;" type="text"/>	Date of Entry to Canada (if not born in Canada)	<input style="width:100%;" type="text"/>
Other Languages	<input style="width:100%;" type="text"/>		

If date of entry is less than 6 months from today and the home language is not English please contact the Family Welcome Centre to confirm if appointment is needed 613-233-5670

If Citizenship is non Canadian please indicate status in Canada

Permanent Resident (verified by PR card, PR confirmation letter)* *These specific documents are required.

Convention refugee or refugee claimant (verified by documentation from CIC)* If unavailable please see the Admissions Department

Voluntary and Confidential: Aboriginal Self-Identification
 Information is only used by staff to determine programming, services and support needs for students of First Nation, Métis, or Inuit ancestry. Information on individual students will not be released publicly.

Is your child of Aboriginal descent or ancestry? Yes No

If "YES" to above, please indicate if he/she is:

First Nation Métis Inuit

Students under the following statuses must see the Admissions Dept prior to registering at a school, please call 613-224-4455 x 2308 for appt

Parent study permit Student study permit

Parent work permit Other visa/permit

Diplomatic Status Visitor to Canada

MEDICAL/HEALTH Student has: EPIPEN Medication to be taken during school hours Request and Consent for Administration of Medication form must be signed by physician

Does student have a **life threatening medical condition** (including allergies and concussions)?

Does student have health conditions that the school should be aware of, including history of concussions or medications?

PREVIOUS SCHOOL

	Date of last attendance MM/DD/YYYY <input style="width:100%;" type="text"/>	Grade at Previous School <input style="width:100%;" type="text"/>
Language of Previous School _____	Country of Entry (Previous School Country) _____	Province of Entry (Previous School Province - CAN) _____
Name of Previous School _____	If Prev School was not in Ontario please list the last school of attendance in Ontario (if applicable) _____	Name of last Ontario school _____
Address _____	Address _____	Address _____
City / Postal code _____	City / Postal code _____	City / Postal code _____
If student's last school was English please indicate previous French program <input type="checkbox"/> Immersion <input type="checkbox"/> Less than 50% French <input type="checkbox"/> No French Curriculum		
Requested French program at this school (only applies to Grades 4-12) <input type="checkbox"/> Immersion <input type="checkbox"/> Ext (4-6) (25% French) <input type="checkbox"/> Core (7/8) (1/8 courses)		

CHILD CARE & TRANSPORTATION

Please pick from the following options (JK - 6 only)

<input type="checkbox"/> Student is eligible for transportation either from home or childcare address but does not require it	Transportation is administered through the Ottawa Student Transportation Authority (OSTA). Distance eligibilities are: JK/SK - 0.8km or more; GR 1-8 - 1.6km or more, GR 9-12 - 3.2km or more please visit www.ottawaschoolbus.ca for more information
<input type="checkbox"/> Student has before and/or after care	If student has child care at different address (AM and PM) please list addresses
<input type="checkbox"/> AM <input type="checkbox"/> PM	AM Address _____
Address _____	PM Address _____
Care provider _____	
Phone no. _____	

SUPPLEMENTAL INFORMATION

Is there any other Information you feel the school should be aware of, such as:

Special guardianship, access, or custody situations*?

Special learning needs*?

Professional assessments, plans, and/or reports*?

***If available please provide documentation**

The Ottawa Catholic School Board is committed to protecting your privacy and personal information. School Boards operate under the authority of the *Education Act (R.S.O. 1990 c.E.2) ss 58.5, 265 and 266* as amended, Sabrina's Law and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*. The information collected may be used as necessary for some or all of the following Principal administrative purposes related to: the OCSB's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. The OCSB's [Protection of Privacy Policy](#) support document entitled [Privacy and Information Management of Personal Information](#) may be viewed on the Board's website.

The personal information you have provided on this form will be used to establish the Ontario Student Record (OSR) and is stored electronically to support the provision of educational services and may be used to deal with matters of health and safety, discipline and transportation. The information will be used in accordance with the *Education Act*, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

The OCSB uses various technological tools and software to administer the operation of schools and the delivery of educational programs and services. These tools and software will, in some cases be used in conjunction with personal information in the OCSB's custody. The use of these tools may result in personal information being stored on remote servers or cloud-based systems. The OCSB will take all reasonable precautions to ensure that information is subject to the same standard of privacy protections whether it is on the OCSB's own servers or stored on a remote or cloud-based server. The OCSB follows the guidance of the Ontario Information and Privacy Commissioner in its use of these tools and software.

For questions about this collection, speak to your school principal or the Freedom of Information Coordinator at 613-224-4455 ext. 2271 or go to the Board's website at www.ocsb.ca to view policies.

I verify that the information that I have provided on this form is accurate and current to the best of my knowledge and that it is my responsibility to keep the school advised of any changes in the above information. I also understand that the information I have provided will be used to establish an Ontario Student Record (OSR) to support the provision of educational services by Board personnel.

Name (First Last)

Signature

Date

Consent for the Use and Disclosure of Student Information



**Please fill out the Consent Form (on the back of this page)
and return this document to your child's school.
Please complete one document per child.**

Privacy of Information / Freedom of Information Consent

The Ottawa Catholic School Board shares its good news stories. From time to time, school and/or classroom activities such as student projects, achievements, activities, plays, athletics and presentations are photographed or recorded by school or Board staff. Sharing these photographs and recordings is an important way to celebrate and remember these activities.

Student work, image and/or video or voice recordings will be used or disclosed for the purposes outlined below only when parent/guardian consent is provided on this completed form.

Showcasing notable student work and accomplishments

1. Information including student names, photographs, videos or student work, as well as details about an event, activity, sport or accomplishment, may be shared on various platforms, including, but not limited to, the following:
 - i. School yearbooks (student name and photograph)
 - ii. Community publications such as school newsletters (online or print)
 - iii. Products that showcase written submissions or artwork from students
 - iv. Board/school communication channels (websites, social media, publications)
 - v. Local or national media publications (online or print)
2. School activities such as projects, plays, athletics and presentations may be photographed or recorded by school or Board staff and reported in school and Board newsletters, on social media platforms including Twitter, Facebook, Pinterest and YouTube, and/or on school and Board websites. Students will only be photographed and identified with appropriate consent.
3. When the media, such as newspapers, television and radio, are invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events, their reports/articles may include non-identifying photos of groups of students.

Parents/guardians and students (over the age of 18) should be aware that when students participate in school events on or off school grounds, the school Principal is unable to prevent any media exposure, photographs or recordings which may be posted online by a third party.

Information Collection Authorization: Notice of Collection: In accordance with Section 29(2) of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, 1989. This information is collected under the legal authority of Section 265(1)(d) of the *Education Act* (R.S.O. 1990 c.E.2) as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: The Ottawa Catholic School Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. The Board's [Protection of Privacy Policy](#) support document entitled [Privacy and Information Management of Personal Information](#) may be viewed on the Board's website at www.ocsb.ca. **Please contact your school Principal with questions, and/or the Freedom of Information Coordinator, Ottawa Catholic School Board, 570 West Hunt Club Road, Nepean, ON K2G 3R4. Phone: 613-224-2222 | info@ocsb.ca**

Consent Form



If you have any concerns regarding the release and sharing of such information, please speak directly to your school Principal. By completing this form, you understand that you can, at any time, revoke/grant consent by informing your school Principal. This form will remain active in your child's file at school until replaced by a revised form.

Please check one of the following:

YES, I consent to the use of my child's name, work, photo and/or video or voice recordings in yearbooks and other school publications, on school or board websites and social media sites and/or shared with other students/families; and for my child to be photographed, recorded or interviewed by the media as outlined above.

OR

NO, I do not consent to the use of my child's name, work, photo and/or video or voice recordings in yearbooks and other school publications, on school or board websites and social media sites and/or shared with other students/families or for my child to be photographed, recorded or interviewed by the media.

Name of student: <i>(please print)</i>		
Name of parent/guardian: <i>(please print)</i>		
Signature of parent/guardian:		Date:
Signature of student: <i>(18 years or older)</i>		

Information Collection Authorization: Notice of Collection: In accordance with Section 29(2) of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, 1989. This information is collected under the legal authority of Section 265(1)(d) of the *Education Act* (R.S.O. 1990 c.E.2) as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: The Ottawa Catholic School Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. The Board's [Protection of Privacy Policy](#) support document entitled [Privacy and Information Management of Personal Information](#) may be viewed on the Board's website at www.ocsb.ca. **Please contact your school Principal with questions, and/or the Freedom of Information Coordinator, Ottawa Catholic School Board, 570 West Hunt Club Road, Nepean, ON K2G 3R4. Phone: 613-224-2222 | info@ocsb.ca**



Ottawa Catholic School Board
Admissions Department
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222 Ext. 2308
Fax: 613-224-5063

ocsb.ca/register

Dear Parents/Guardians:

Many parents feel anxious when their child starts kindergarten. They may be concerned about their child entering a new setting with a new teacher and new friends. The Ottawa Catholic School Board wants to support you and your child with the transition from preschool to school. Children adjust better to school when parents, child care providers and teachers work together and communicate openly.

Our program, Building Bridges, eases the shift from licensed child care to junior kindergarten. Your role is very important. Please:

1. Have your licensed group or home child care provider complete the attached form, Building Bridges Preschool Profile and return it to you. Note: If your child is not in licensed child care, you may disregard this letter. The form is to be completed by licensed child care providers only.
2. Sign your consent on the completed form.
3. Mail the form to your school or give it to the Kindergarten teacher in September.

The information your child care provider shares will help the Kindergarten teacher understand your child's experiences in a group setting before coming to school. The better your child's teacher understands your child, the better they can support your child's learning strengths and needs. Also, the Building Bridges initiative:

1. **Reduces Anxiety:** Many parents have a strong bond with the child care provider but are not yet comfortable with the Kindergarten teacher.
2. **Establishes Partnerships:** Children benefit from seeing the significant adults in their lives working together and caring about them.
3. **Provides Planning Information:** Teachers can set up the learning environment in the best way possible for your child.
4. **Helps Communication:** Teachers can continue or build on the services (e.g. First Words), supports and resources and behaviour strategies used in preschool.

Should you have any questions, please feel free to contact Karin Guité, Manager, Early Learning Services, 613-224-4455, Ext. 2382.

Thank you in advance for your support of this important program.

Brenda Wilson
Superintendent of Student Success (Elementary)



Ottawa Catholic School Board
Admissions Department
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222 Ext. 2308
Fax: 613-224-5063

ocsb.ca/register

Building Bridges

Preschool Profile

(To be completed by a childcare provider with parent consent)

Child's full legal name: _____

Child's name commonly used: _____

Date of birth (day/month/year): _____

Name of Child Care Program: _____

Address: _____

Phone number: _____

Name of Early Childhood Educator completing the profile: _____

Child's admission date: _____

Anticipated discharge date: _____

Date form completed: _____

Readiness Skills

Does (s)he follow simple commands and directions?	Yes	No
Does (s)he listen attentively to age appropriate stories?	Yes	No
Does (s)he make relevant comments during stories?	Yes	No
Is (s)he able to follow classroom routines? (i.e. inside voices , walking feet inside)	Yes	No
Is (s)he able to anticipate regular routines? (i.e. move from lunch table to washroom without direction)	Yes	No
Is (s)he able to adapt to changes in routine? (i.e. supply teacher, no outdoor time)	Yes	No
Is (s)he able to use typical fine motor materials? (i.e. scissors, crayons, paint brushes)	Yes	No

Does (s)he demonstrate typical large muscle control through play (i.e. run, climb, hop)?

Yes

No

Have you observed a hand preference?

Left

Right

Uncertain

Describe any concerns:

Social Skills

From your observations he/she engages primarily in:

Solitary Play

Parallel Play

Cooperative Play

Interactions with peers:

Are typical for age

Require frequent intervention from staff

Describe any concerns:

Reactions to transitions are:

Easy

Difficult

Varied

When (s)he is really upset how does (s)he react?

Any concerns related to separation from parent at drop off?

Yes

No

If yes, describe:

Speech/Communication Skills

Does (s)he stutter?	Yes	No
Is s(he) easily understood by others?	Yes	No
Does (s)he express his/her needs?	Yes	No
Does (s)he use complete sentences?	Yes	No
Are you concerned about his/her speech?	Yes	No
Are you concerned about his/her hearing?	Yes	No
Any other concerns related to communication?	Yes	No

If yes, please describe:

Life Skills

Does (s)he manage washroom routines independently?	Yes	No
Does (s)he need to be reminded to go to the washroom?	Yes	No
Can (s)he put on a coat?	Yes	No
Can (s)he put on shoes?	Yes	No
Can (s)he do buttons?	Yes	No
Can (s)he do up zippers?	Yes	No

Is there any other information about his/her overall development that you feel is important for school programming? (please specify):

Consent to Disclose Information

(to be completed by parent/guardian)

I, _____, wish to share this information with the Ottawa
(Name of parent/guardian)

Catholic School Board. I understand the information will not be used for assessment purposes or be placed in my child's official school record. This information is intended to assist the school staff in supporting my child's entry into kindergarten.

(Child's name)

(Signature of parent/guardian)

Date

Optional - Complete only if desired

I give permission for Ottawa Catholic School Board staff to contact

(Name of child care centre)

regarding _____'s participation at the child care centre.
(Name of child)

(Print name of parent/guardian)

(Signature)



KINDERGARTEN CONFIDENTIAL INFORMATION GATHERING PACKET

Child's Full Legal Name: _____

Gender: Female Male

Child's Name Commonly Used: _____

Religion: _____

Date of birth: _____

Dear Parent/Guardian:

Your child will be entering school soon. Many factors influence your child's growth and development. The more information with which teachers are provided, the better able they are to program for the spiritual, social, emotional, intellectual and physical development of your child.

I hereby give my permission for this completed Kindergarten Registration Information to be filed in the **Ontario Student Record Folder**. This is done with the understanding that all information will be treated with **CONFIDENTIALITY**.

Parent's/Guardian's Name

(please print)

Signature:

Relationship to Child:

Date:

Has your child been hospitalized?
If yes: (When and why?) _____

YES NO

Does he/she need glasses?

YES NO

If yes, please describe reason (e.g. distance, short sightedness, etc.)

HEARING:

Has he/she had frequent ear infections? (more than 2 per year)

YES NO

If yes, how has it been treated? (specify antibiotics, tubes, please describe)

Are you concerned about your child's hearing?

YES NO

SPEECH, LANGUAGE AND COMMUNICATION:

Are you concerned about his/her speech and language?

YES NO

Do others easily understand what he/she is saying?

YES NO

Does he/she understand your questions and instructions?

YES NO

Does he/she express their needs/wants effectively?

YES NO

Does he/she use complete sentences?

YES NO

Can he/she retell a short story?

YES NO

Has your child's hearing or speech/language been assessed?

YES NO

If yes: By whom _____ (First Words/Private/CHEO)

Does he/she stutter?

YES NO

Any other concerns?

YES NO

If yes, please describe: _____

Readiness Skills:

Does your child:

Dress and undress themselves?

YES NO WITH ASSISTANCE

Practise hygiene routines (washing hands)?

YES NO WITH ASSISTANCE

Choose snacks and lunch items, open and close containers?

YES NO WITH ASSISTANCE

- Choose to cooperate and play with other children? YES NO WITH ASSISTANCE
- Persevere at tasks and challenges? YES NO WITH ASSISTANCE
- Have consistent sleep/bedtime routines? YES NO WITH ASSISTANCE
- Enjoy and participate in physical activity and outdoor play? YES NO WITH ASSISTANCE

Social Skills:

Please checkmark the following that apply to your child:

- Shy Independent Easily upset Curious Outgoing Active
- Sensitive Leader Stubborn Quiet Shows temper Friendly

Other adjectives you might use to describe your child: _____

Does your child attend a licensed nursery school/daycare or homecare program? YES NO

If yes, please list the name of the program: _____

Does your child attend a playgroup? YES NO

If yes, please list the name of the playgroup and how often your child attends: _____

Does your child nap in the afternoon? YES NO

If not, does your child have a quiet/rest time during the day? YES NO

Do you anticipate any concerns related to your child being separated from you when they come to school? YES NO

If yes, please describe: _____

Transition times (changes in activity during the day) for my child are:

Easy Difficult Sometimes

Please describe: _____

When he/she is really upset, how does he/she react? _____

Have you observed any specific fears? (e.g. loud noises, animals) YES NO

Others: Please specify:

What are your child's favorite toys/activities?

Indoors _____

Outdoors _____

Does your child have a pet? YES NO

If yes, what kind(s) and names: _____

Life Skills:

Does he/she manage bathroom routines independently? YES NO

Does he/she need to be reminded to go to the washroom? YES NO

Does he/she have accidents in relation to toileting? YES NO

Is he/she able to dress himself/herself? YES NO

COAT YES NO WITH ASSISTANCE

SHOES YES NO WITH ASSISTANCE

BUTTONS YES NO WITH ASSISTANCE

ZIPPERS YES NO WITH ASSISTANCE

Has your child been assessed through a community agency or hospital? (OCTC/CHEO/Family Doctor, etc.)

If yes, please specify:

Does your child have any special learning needs or diagnosis that the school should be aware of?

Please provide any other information about your child that you feel is important for the school to be aware of:



Junior Kindergarten Registration Parent Survey

Please take a moment to tell us about your decision to register your child at an Ottawa Catholic School.

School Name: _____

Reasons for choosing this school (please check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Opportunity to receive a Catholic education | <input type="checkbox"/> Siblings already attend this school |
| <input type="checkbox"/> French programming offered | <input type="checkbox"/> Before & after school childcare options |
| <input type="checkbox"/> Special education programming offered | <input type="checkbox"/> Heard good things about the school community |
| <input type="checkbox"/> Quality of instruction | <input type="checkbox"/> Heard good things about school leadership |
| <input type="checkbox"/> Technology rich learning environment | <input type="checkbox"/> Quality of school facilities |
| <input type="checkbox"/> This school is closest to our home | <input type="checkbox"/> School board advertising |
| <input type="checkbox"/> This school is close to our child care | <input type="checkbox"/> Like the transportation offered |
| <input type="checkbox"/> School's Provincial Test Scores (EQAO) | |
| <input type="checkbox"/> Other (please describe): _____ | |

Are there one or more reasons from the list above that were MAIN factors in your decision to choose this school? (List up to 3): _____

How did you FIRST learn about when and where to register?

- | | | |
|--|--|---|
| <input type="checkbox"/> Sign on road or in front of school | <input type="checkbox"/> Web search (e.g. Google, Bing) | <input type="checkbox"/> Board website |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> School website |
| <input type="checkbox"/> Advertisement at local community centre | <input type="checkbox"/> Advertisement in office or apartment building | <input type="checkbox"/> Social media (e.g. Facebook, Twitter, YouTube) |
| <input type="checkbox"/> Other (please describe): _____ | | |

Please ensure that this form is returned to the staff member processing your registration.



Ottawa Catholic School Board
Admissions Department
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222 Ext. 2308
Fax: 613-224-5063
ocsb.ca

Direct your school support through MPAC Support Catholic education in Ontario

When you register your child in one of our schools, you are supporting Catholic education. Another way to support Catholic education is to direct your school support to Catholic schools in Ontario. This tax allocation is done through the government of Ontario and the Municipal Property Assessment Corporation (MPAC).

Your education taxes are pooled with those from all taxpayers in Ontario. This rate is mandated by the province. The money is then redistributed equally on a per pupil basis to all school boards in Ontario.

There is no financial benefit involved with directing your school support. Instead, you are voicing your support for the continuation of the separate school system in Ontario. You also help strengthen the voice of your school Trustee, who represents your school and makes critical decisions about how your school operates.

Check the assessment section of your tax bill

As a residential English Catholic school supporter, the assessment section of your tax bill should have "ES" written in the Tax Class field. This stands for **English Separate**. Select this option in order to direct your school support to English Catholic schools.

ASSESSMENT / ÉVALUATION	
Tax Class / Catégorie d'impôts	Value / Valeur
RT ES	150,000

If "ES" does not appear on your tax bill, and you want to be designated as a separate school supporter, complete the attached **Direction of School Support Application**.

Criteria to support Catholic education

- Only Catholic homeowners and tenants are eligible to designate their support to Catholic schools. If *one* partner in the house is non-Catholic, then simply complete the attached **Separate School Assessment Lease Form**
- You cannot divide your school support between the public and Catholic sectors
- If you do not have children registered at an OCSB school, you can still choose to support Catholic education. Just make sure that "ES" appears in the assessment section of your tax bill. If "ES" does not appear in this section, complete the Direction of School Support Application as explained above

**Demande d'affectation des taxes scolaires
en vertu de l'article 16 de la Loi sur l'évaluation foncière**

An application must be made to the Assessment Commissioner to include or revise school support on the assessment roll.

Pour ajouter ou modifier l'affectation des taxes scolaires sur le rôle d'évaluation, il faut soumettre une demande au commissaire à l'évaluation.

Property Identifier / Identification de propriété

NBHD Quartier	County Comté	Mun. Municip.	Map/Div Plan/div.	Map/Sub Plan/sec.	Parcel Parcelle	Prim/Sub Princ./sec.
------------------	-----------------	------------------	----------------------	----------------------	--------------------	-------------------------

Instructions: see reverse / voir au verso

Please enter or revise my school support designation on the assessment roll in accordance with the following information.

Veillez inscrire ou modifier l'affectation de mes taxes scolaires sur le rôle d'évaluation selon les renseignements ci-après.

Municipality / Municipalité	Address of Property / Adresse de la propriété	Unit/Apt./Logement/App.	Residence Tel. No. / N° de tél. (domicile)
Mailing Address - if different from above Adresse postale - si autre que ci-dessus Street No., Name, P.O. Box, R.R. # / N° et rue, C.P., R.R. City / Ville Province Country / Pays Postal Code / Code postal			Complete for rural areas only / Remplir dans les cas des zones rurales seulement Lot No. / N° de lot Plan / Conc No. N° de plan/conc.
Business Address - if self-employed or in partnership in business Adresse commerciale - commerçant indépendant ou société de personnes			Business Tel. No. / N° de tél. (bureau)
List other properties that you own or rent in the Municipality or Region Indiquez les autres propriétés que vous possédez ou louez dans la municipalité ou la région.			

Please Answer All Questions Below / Veuillez répondre à toutes les questions ci-dessous.

School Board Use Only / Réserve au conseil scolaire		B Occupancy Status Statut de l'occupant(e)		C School Support (see instructions) Soutien scolaire (voir les instructions)							
A Resident (Please print) / Résident(e) (S.V.P.) List all occupants, including ALL children. Inscrivez le nom de tous les occupants, y compris TOUS les enfants.		1. Owner Propriétaire 2. Tenant Locataire 3. Spouse Conjoint 4. Child, boarder etc. Enfant, pensionnaire etc.		This person lives: Cette personne demeure : 1. at above address à l'adresse indiquée ci-dessus 2. elsewhere on this property ailleurs sur cette propriété 3. elsewhere in this municipality ailleurs dans cette municipalité 4. in another municipality dans une autre municipalité		Supporter/Elector for: Contribuable/électeur des écoles : 1. English-Public Publiques de langue anglaise 2. English-Separate Séparées de langue anglaise 3. French-Public Publiques de langue française 4. French-Separate Séparées de langue française					
Last Name / Nom de famille First / Prénom(s)											
male homme <input type="checkbox"/> female femme <input type="checkbox"/> Birth / Naissance year / année month / mois day / jour Canadian Citizen Citoyen canadien yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
male homme <input type="checkbox"/> female femme <input type="checkbox"/> Birth / Naissance year / année month / mois day / jour Canadian Citizen Citoyen canadien yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
male homme <input type="checkbox"/> female femme <input type="checkbox"/> Birth / Naissance year / année month / mois day / jour Canadian Citizen Citoyen canadien yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
male homme <input type="checkbox"/> female femme <input type="checkbox"/> Birth / Naissance year / année month / mois day / jour Canadian Citizen Citoyen canadien yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
male homme <input type="checkbox"/> female femme <input type="checkbox"/> Birth / Naissance year / année month / mois day / jour Canadian Citizen Citoyen canadien yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		yes oui <input type="checkbox"/> no non <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
School lease in effect? Procuration scolaire signée? Indicate Cocher (✓) <input type="checkbox"/>		Indicate (✓) area occupied: Cocher les parties occupées: Whole House Maison entière <input type="checkbox"/> Base Apt. App. au sous-sol <input type="checkbox"/> 1st Floor 1 ^{er} étage <input type="checkbox"/> 2nd Floor 2 ^e étage <input type="checkbox"/> 3rd Floor 3 ^e étage <input type="checkbox"/>		Owner or tenant of this property since Propriétaire ou locataire de la propriété depuis le Date Day Jour Month Mois Year Année							
Name of School Board/Agent /Nom du conseil scolaire/agent Ottawa Catholic School Board		Is hereby authorized to act as agent in matters of school support designation in respect to the above mentioned property(ies) on behalf of the undersigned. / est autorisé par la présente à agir en tant qu'agent pour les questions relatives à l'affectation des taxes scolaires en ce qui concerne la (les) propriété(s) mentionnée(s) ci-dessus au nom du (de la) soussigné(e).									
Signature of Owner or Tenant Signature du propriétaire ou du locataire Date Day Jour Month Mois Year Année		Signature of Owner or Tenant Signature du propriétaire ou du locataire Date Day Jour Month Mois Year Année		Signature of Assessment Commissioner Signature du commissaire à l'évaluation Date Day Jour Month Mois Year Année							
This Application is: Cette demande est : <input type="checkbox"/> Approved Approuvée <input type="checkbox"/> Refused Rejetée		Reason for Refusal: Motif du refus:			Date Day Jour Month Mois Year Année						
For School Board Use Only / Réserve au conseil scolaire											

Information About This Application

The Application for Direction of School Support form enables any person to apply to have their school support included or revised on the assessment roll by sending the completed form to the Regional Assessment Commissioner. The collection of the information on the form is authorized under the *Assessment Act*, and any personal information is confidential and protected under the *Freedom of Information and Protection of Privacy Act*.

The information will be used to direct your school taxes; to prepare voters' lists for municipal and school board elections; to help with municipal and school board planning. Note: Tenants have the right to direct school taxes even though they may not pay taxes directly.

Included below are instructions to help you complete each section of the form. **If you have any questions about this form or about school support, please contact your local Public or Separate School Board.**

How To Complete This Application

A Resident

Every person in your household should be listed. Put the family name first, followed by given name(s). Owners or tenants are listed first, followed by spouses, all children, and other occupants. If this form is not for your permanent home (for example, if it is for your cottage or your business), only owners, tenants and spouses should be listed - children and other occupants should not be listed.

B Occupancy Status

Is this person an owner, tenant, spouse, child, boarder or other resident? Note: A Roman Catholic who has signed a separate school lease will be shown as a tenant. This does not affect their ownership.

C School Support

Roman Catholic - includes Greek and Ukrainian Catholics

French-language Education Rights

You have French-language education rights if you are a Canadian Citizen and can answer "yes" to any one of the following questions:

1. Is French the language you first learned and still understand?
2. Did you receive your elementary school instruction in Canada in French? (This does not include French immersion or French as a second language.)
3. Have any of your children received, or are they now receiving, elementary or secondary school instruction in Canada in French? (This does not include French immersion or French as a second language.)

School Board

Persons who are **not** Roman Catholic and do **not** have French-language education rights, must be English-Public school supporters/electors.

Persons who are **not** Roman Catholic but do have French-language education rights, must be either English-Public or French-Public school supporters/electors.

Roman Catholics who do **not** have French-language education rights must be either English-Public or English-Separate school supporters/electors.

Roman Catholics who have French-language education rights, may be a supporter/elector for any one of the following school boards: English-Public, English-Separate, French-Public or French-Separate.

If you do **not** indicate which school board you support, it will be assumed that you are an English-Public school supporter/elector.

Renseignements sur la demande

La Demande d'affectation des taxes scolaires, dûment remplie et envoyée au commissaire régional à l'évaluation, permet à quiconque de demander de préciser ou modifier son soutien scolaire sur le rôle d'évaluation. Ces renseignements sont recueillis en vertu de la *Loi sur l'évaluation foncière* et toute information personnelle sera tenue strictement confidentielle et protégée par la *Loi sur l'accès à l'information et la protection de la vie privée*.

Ces renseignements serviront à déterminer la destination de vos taxes scolaires; à préparer les listes électorales aux fins des élections municipales et scolaires; à faciliter la planification scolaire et municipale. Nota : Même s'ils n'acquittent pas directement leurs taxes scolaires, les locataires ont le droit d'en choisir l'affectation.

Voici quelques directives qui vous aideront à remplir chacune des sections du formulaire **Si vous avez des questions concernant le formulaire ou le soutien scolaire, adressez-vous au conseil d'écoles publiques ou séparées de votre localité.**

Comment remplir la demande

A Résident(e)

Chaque occupant doit être recensé : le nom de famille d'abord, suivi de tous les prénoms; assurez-vous aussi que le sexe, la date de naissance et la citoyenneté de chaque personne sont bien inscrits. Les noms de famille inscrits en premier sur la liste doivent être ceux des propriétaires ou locataires suivis de ceux du conjoint, de tous les enfants et de tout autre occupant de la propriété. Si le formulaire ne concerne pas votre domicile permanent (un chalet ou un bureau par exemple), seuls les noms du propriétaire ou du locataire et du conjoint doivent figurer sur la liste. N'inscrivez pas les enfants et autres occupants.

B Statut de l'occupant(e)

La personne est-elle : propriétaire, locataire, conjoint, enfant, pensionnaire, ou autre? Nota : Un(e) propriétaire catholique qui a signé un «bail d'école séparée», sera classifié(e) comme «locataire». Cela ne modifie aucunement le statut de propriétaire de cette personne.

C Soutien scolaire

Catholique - comprennent aussi les catholiques grecs ou ukrainiens

Droit à l'enseignement en langue française

Vous avez droit à l'enseignement en langue française si vous êtes citoyen(ne) canadien(ne) et que vous pouvez répondre «oui» à n'importe laquelle des questions suivantes :

1. Le français est-il la première langue que vous avez apprise et le comprenez-vous toujours?
2. Avez-vous fait vos études primaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)
3. Avez-vous un ou des enfants qui ont fait ou qui font des études primaires ou secondaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)

Conseil Scolaire

Toute personne d'allégeance **non** catholique et qui **ne** jouit **pas** du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise.

Toute personne d'allégeance **non** catholique mais qui jouit du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise ou française.

Les catholiques qui **ne** jouissent **pas** du droit à l'enseignement en français doivent élire un(e) conseiller(ère) et doivent destiner leurs taxes scolaires soit à un conseil d'écoles publiques de langue anglaise, soit à un conseil d'écoles séparées de langue anglaise.

Les catholiques qui jouissent du droit à l'enseignement en français ont le choix d'élire un(e) conseiller(ère) et ont le choix de destiner leurs taxes scolaires à l'un ou l'autre des conseils scolaires, à savoir écoles publiques de langue anglaise, écoles séparées de langue anglaise, écoles publiques de langue française ou écoles séparées de langue française.

Si vous **ne** confirmez **pas** votre préférence en matière de soutien scolaire, vous devrez élire un(e) conseiller(ère) et vos taxes scolaires seront destinées au conseil d'écoles publiques de langue anglaise.



Ottawa Catholic School Board
Admissions Department
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222 Ext. 2308
Fax: 613-224-5063
ocsb.ca

Roll #:

Project/School Code:

Separate School Assessment Lease

Provincial legislation states that only Roman Catholics have the right to direct their taxes to the "separate" school system. If either of the joint owners/tenants of a property is non-Roman Catholic, the property is automatically assessed "public". This applies even if the non-Roman Catholic requests to be a "separate" school supporter.

In order for the school support to be directed "separate", a "Separate School Assessment Lease" must be executed. The Roman Catholic is indicated as a "Tenant", and the non-Roman Catholic as a "Spouse". This legal arrangement does not affect the ownership of the property in any way. It is used for school support purposes only.

You will note that the Lease is automatically renewable as long as you reside at the same address. A new lease must be completed each time you move. The two dollar rental, referred to on the lease form, is to be paid by the Roman Catholic, to the non-Roman Catholic.

I _____, a Non-Catholic lessor, hereby agree to and with
_____, a Roman Catholic lessee, to lease the premises
situated at _____, in the municipality of
_____, in the Region of Ottawa-Carleton, for the term of one (1) year, to
be computed from _____ and automatically renewable annually thereafter at
an annual rental of two dollars (\$2.00). It is also agreed that this lease may be terminated upon thirty days
notice given in writing by either party.

THE PARTIES further agree that the intent in granting this lease is to allow the subject property to be assessed on the basis of being a "Separate School Supporter".

THIS LEASE shall not affect the ownership of the property in any way whatsoever, nor will it be registered.

Dated in _____ Ontario, this _____ day of _____, 20____ AD.

Parties:

(Non-Roman Catholic Lessor)

(Roman Catholic Lessee)