

Checklist for the OCSB Grades 7-12 registration package

Do you have all of the required OCSB forms?

- Student registration form
- Consent for the use and routine disclosure of student information
- Consent to receive electronic communication
- Ottawa Public Health student immunization form
- Acceptable use of technology agreement
- MPAC's direction of school support application (to support Catholic education, if applicable)
- Separate school assessment lease form (if applicable)

Do you have your supporting identity documents?

- Proof of age (birth certificate, passport, or immigration document)
- Proof of address (government document, mortgage agreement, hydro bill, credit card statement)
- Immunization record (small yellow leaflet provided to you by your family doctor)
- 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
- Visit your school's website to get familiar with all that's happening in your new community



SCHOOL OFFICE USE		Family Welcome Centre Admission <input type="checkbox"/>	<input type="text"/>
		Home School	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student #		OEN	
<input type="text"/>			
Student Name			
Birth Date	<input type="text"/>	<input type="text"/>	Proof of DOB
	Month / Day / Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade		Class	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
French Program		Other Programs	
Entered on Register	<input type="text"/>	IEP <input type="checkbox"/>	
	Month / Day / Year		

STUDENT REGISTRATION FORM

Please ensure the following:

For Students from Junior Kindergarten to Grade 8

- Baptismal Certificate submitted
- Birth Certificate submitted
- Immunization Records and Public Health Department Form submitted
- Proof of Address submitted
- Transfer Between Schools Form submitted, if applicable
- Consent for the Disclosure of Student Information Form submitted
- Application for Direction of School Support Form submitted
- Assessment Lease Form submitted, if applicable
- Legal Documents submitted for special guardianship, access or custody situations, if applicable
- Immigration Documents provided for confirmation purposes, if applicable
- JK Confidential Info Package submitted, if applicable
- Building Bridges for Daycare submitted, if applicable
- Most recent School Report Card submitted, if applicable
- Most recent IEP submitted, if applicable
- Most recent Professional Assessments submitted with signed Third Party Storage Form, if applicable
- Parent Authorization for Release of School Records submitted, if coming from outside of Ontario
- Administration of Medication Form submitted, if applicable
- Student is not currently expelled
- Student Registration Form completed

For Students from Grade 9 to 12

- Birth Certificate submitted
- Immunization Records and Public Health Department Form submitted, if from outside Ontario
- Proof of Address submitted
- Transfer Between Schools Form submitted, if applicable
- Consent for the Disclosure of Student Information Form submitted
- Application for Direction of School Support Form submitted
- Assessment Lease Form submitted, if applicable
- Legal Documents submitted for special guardianship, access or custody situations, if applicable
- Immigration Documents provided for confirmation purposes, if applicable
- Most recent School Report Card submitted
- Most recent Ontario Student Transcript submitted, if applicable
- Course Selections submitted, if applicable
- Most recent IEP submitted, if applicable
- Most recent Professional Assessment submitted with signed Third Party Storage Form, if applicable
- Parent Authorization for Release of School Records, submitted if coming from outside of Ontario
- Administration of Medication Form submitted, if applicable
- Student is not currently expelled
- Student Registration Form completed

STUDENT REGISTRATION FORM

GENERAL INFORMATION

Is the student Roman Catholic (which includes the Greek, Ukrainian or any Eastern Rite Catholic Churches, who recognize the Pope as the Head of the Church)? Yes No

Gender F M

Legal Name of Student

First Name

Middle Name

Last Name

Preferred Name (if different)

First Name

Last Name

Birth Date

Month/Day/Year

STUDENT RESIDENCE

used to determine transportation entitlement unless Before/After School Childcare Location(s) specified

Primary Phone

Apt # House # Street Name PO Box RR# City Province Postal Code

Parent/Guardian at this Residence

First Name

Last Name

Relationship to Student

Is Catholic? Y N

Is a Legal Guardian? Y N

Has Legal Custody? Y N

**If special custody or access situations exist, please provide legal documents.

Can be contacted in the event of an emergency? Y N

Work Phone

Cell Phone

Email

Parent/Guardian at this Residence

First Name

Last Name

Relationship to Student

Is Catholic? Y N

Is a Legal Guardian? Y N

Has Legal Custody? Y N

**If special custody or access situations exist, please provide legal documents.

Can be contacted in the event of an emergency? Y N

Work Phone

Cell Phone

Email

STUDENT'S OTHER RESIDENCE
OR RESIDENCE OF PARENT NOT LIVING WITH THE STUDENT

Primary Phone

Apt # House # Street Name PO Box RR# City Province Postal Code

Parent/Guardian at this Residence

First Name

Last Name

Relationship to Student

Is Catholic? Y N

Is a Legal Guardian? Y N

Has Legal Custody? Y N

**If special custody or access situations exist, please provide legal documents.

Can be contacted in the event of an emergency? Y N

Work Phone

Cell Phone

Email

Parent/Guardian at this Residence

First Name

Last Name

Relationship to Student

Is Catholic? Y N

Is a Legal Guardian? Y N

Has Legal Custody? Y N

**If special custody or access situations exist, please provide legal documents.

Can be contacted in the event of an emergency? Y N

Work Phone

Cell Phone

Email

EMERGENCY CONTACT (not listed above) - individual to be contacted in the event parents cannot be reached, has permission to pick up student

Emergency Contact

First Name

Last Name

Relationship to Student

Home Phone

Work Phone

Cell Phone

STUDENT REGISTRATION FORM

SIBLINGS AT THIS SCHOOL

Full Name Grade

Full Name Grade

Full Name Grade

Full Name Grade

CITIZENSHIP AND LANGUAGE INFORMATION

Country of Birth

If not born in Canada, date first entered Canada Month/Day/Year

If born in Canada, Province of Birth

Country of Citizenship

First Language Spoken

Other Language(s) Spoken

Citizenship Status in Canada- Please check one.

- Canadian Citizen
- Permanent resident or applicant*
- Refugee or applicant*
- Student Study Permit*
- Parent Study Permit*
- Parent Work Permit*
- Diplomatic Status*
- Visiting Armed Forces*
- Other Visa*

*Immigration Documents are required to verify status in Canada.

Voluntary and Confidential: Aboriginal Self-Identification

Information will only be 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 the above, please indicate First Nation Métis Inuit if he/she is:

CURRENT FRENCH PROGRAM PATHWAY SELECTION

To be completed only for students in Grades 4-6 and 7-12

Immersion (4-6) Extended (4-6)

Immersion (7-12) Core (7-12)

MEDICAL/HEALTH INFORMATION

Does the student have a life-threatening health condition? Y N

Is an EPIPEN Required? Y N Allergies requiring an EpiPen

If the student has any health conditions of which the school should be aware, please provide details and complete an Administration of Medicine Form, if applicable.

PREVIOUS SCHOOL ATTENDED

Last date attended at Previous School Month/Day/Year Grade at Previous School

French Program at Previous School Core Extended Immersion

Previous School

Previous School Address

Last School in Ontario, if different from Previous School.

School Language

Ontario School

Ontario School Address

BEFORE/AFTER SCHOOL CHILDCARE LOCATIONS, ONLY IF DIFFERENT FROM HOME - transportation entitlement determined by OSTA

Address from which the student leaves to go to school, **if different from home.** Apt # House # Street Name City

Caregiver's First Name Caregiver's Last Name Phone

Address from which the student returns from school, **if different from home.** Apt # House # Street Name City

Caregiver's First Name Caregiver's Last Name Phone

DECLINING TRANSPORTATION

If you intend to transport the student to/from school, even if they are deemed to be eligible for transportation service, please tick the box to the right. Should the student require transportation service at a later date, understand that if eligible, transportation will be approved, but may take several days for implementation.

Yes, I decline transportation service

STUDENT REGISTRATION FORM

ADDITIONAL INFORMATION

Please provide any additional information which you feel should be brought to the attention of the school:

ACKNOWLEDGEMENTS

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 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.

For questions about this collection, speak to your school principal or the Freedom of Information Coordinator at 613-224-4455, ext. 2273 or go to the Board's website at www.ocsb.ca to view policies and best practices.

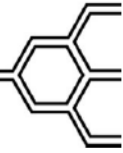
.....
I verify that the information that I have provided on this form is accurate and current to the best of my knowledge and that it is my responsibility to keep the school advised of any changes in the above information. I also understand that the information I have provided will be used to establish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

Parent / Guardian / Adult Student

Please Print

Signature

Date



Student Immunization Information

Students attending school in Ontario must provide proof of immunization as required by the *Immunization of School Pupils Act*. Students who are not immunized must provide a valid exemption.

Ottawa Public Health must collect and maintain student immunization information. The information is reviewed each school year to ensure that students continue to meet the requirements of the law.

If an exemption is required for any reason, contact the Immunization Program at 613-580-6744.

Complete this form and attach a photocopy of the student's immunization record or the original exemption affidavit.

Student Information:

Last Name: First Name: Other Name:
 Gender: Male: Female: Other: Date of Birth (YYYY/MM/DD):
 Ontario Health Card Number: Country of Birth:
 Name of School:
 Doctor's Name: Telephone:

Parent/Guardian Information:

Preferred Language: English French Other:
 Last Name: First Name:
 Home Address: Apt. / unit:
 City: Postal Code:
 Tel. (home): Tel. (work): Cell:

Parent/Guardian Information:

Preferred Language: English French Other:
 Last Name: First Name:
 Home Address (If different from Mother): Apt. / unit:
 City: Postal Code:
 Tel. (home): Tel. (work): Cell:

Parent/Guardian Information:

Preferred Language: English French Other:
 Last Name: First Name:
 Home Address: Apt. / unit:
 City: Postal Code:
 Tel. (home): Tel. (work): Cell:

For more information, or to update your child's immunization record, please contact :

Ottawa Public Health Immunization Program

100 Constellation Drive, 7th Floor West

Ottawa, ON K2G 6J8

Telephone: 613-580-6744

Fax: 613-580-9660

E-mail: Immunization@ottawa.ca

Web: ottawa.ca/health

HPD 3.01 revSep2014

Pupil immunization information is collected by Ottawa Public Health for the purpose of maintaining an immunization record pursuant to section 11 of the *Immunization of School Pupils Act*. Questions regarding this collection and use of personal health information may be directed to the Supervisor, Immunization Program, Ottawa Public Health by mail at 100 Constellation Drive, Ottawa, ON K2G 6J8, by telephone at 613-580-6744, or by e-mail at Immunization@ottawa.ca.



Consent for the Use and Routine Disclosure of Student Information Sheet

When we publicize school events and activities, our students are often showcased for their talents and participation. The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* requires us to obtain permission from parents/guardians to share personal information about students. This form allows parents/guardians to specify which, if any, information about their child they agree may be shared.

Freedom of information and consent

By consenting to the disclosure of personal information, you allow the sharing or publishing of student information on various communications platforms. This may include photographs, videos, or student work. It could also include written details about an event, activity, sport, or accomplishment.

The communication platforms may include, but are not limited to, the following:

- community publications such as school newsletters
- products that showcase written submissions from students or student artwork
- the Board's website (ocsb.ca), school websites, and others
- social media, such as school Facebook or Twitter accounts
- local or national media publications, newspapers, or advertisements

Specific information is protected and will not be disclosed

Specific personal information is protected by the Personal Health Information Protection Act (PHIPA). This includes student addresses and phone numbers, health information, emergency contacts, and information regarding student assessments. In accordance with MFIPPA, we cannot share this kind of personal information without your prior written consent.

Showcasing notable student work and accomplishments

We showcase student achievement to demonstrate the strength of Catholic education and our community. When students are recognized, their confidence and self esteem grows. When your child participates in something that is newsworthy, the child's work may be displayed for the public. This may include student essays, projects, or artwork. A great deal of student work is recognized through awards, prizes and scholarships. When this recognition happens, we want to tell the community about it. We are proud of our students, and showcasing their talents and abilities demonstrates our commitment to supporting them while they learn and grow.

Technology and your personal information

We use technology to enhance education. We use several web-based services, such as Google Apps for Education, which allow us to safely store and share documents. When we do use these tools, we follow specific privacy principles outlined by the Ontario Privacy Commissioner. Personal contact information, such as email addresses, phone numbers and names may be used by school and Board staff to communicate information to parents. Schools may send out messages to parents, by phone or by email. Individuals have the option to unsubscribe to this service at any time by contacting their child's school.

The OCSB's privacy policy, procedures and this parent information sheet have been developed in accordance with the requirements of the *Privacy and Information Management (P.I.M.) Guidelines*, as well as with professional regulations and ethical standards.

Please fill out the consent form (on the back) and return to the school



Consent form

Please complete and return to school

Sharing photos taken by family members at school

We recognize that parents or other family members may want to take photos/videos at school events. Visitors should always try to capture photos/videos of only their own child. If you do take photos/videos that include other students or staff, they cannot be shared without explicit and prior consent from those involved. They cannot be shared with the media or on the internet, including on social media sites like Facebook and Twitter. This also includes the names of other people. If you take a photo/video at school which includes other people, you are required to ask their permission to share the photo/video.

Pursuant to MFIPPA, I have read the Consent for the Use and Routine Disclosure of Student Information sheet provided by the Ottawa Catholic School Board pertaining to the use of student personal information.

Please check one of the following:

YES. Consent is granted for the use and routine disclosure of student information for the purposes outlined. By checking yes and returning this form to your child's school, your child will have the opportunity for their photos, names, videos, and work to appear in the (but not limited to) following: school newsletters; Board and public websites; social media platforms; and media publications. The student's address and phone number would not be disclosed.

OR

NO. Consent is not granted for the use and routine disclosure of student information for the purposes outlined. By checking no and returning this form to your child's school, your child **will not** have the opportunity for their photos, names, videos, and work to appear in the (but not limited to) following: school newsletters; Board and public websites; social media platforms; and media publications.

Name of student: <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, 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. **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 613-224-4455 ext 2271 | Email info@ocsb.ca | www.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

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

Canada's Anti-Spam Legislation (CASL) came into effect in July 2014. This legislation 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 things such as school newsletters, important messages, and notices of cancellation to services and events. We also use email to tell our parents about yearbook sales, field trips, milk and pizza sales, student photos and fundraisers.

By signing this form, you are giving your consent to receive electronic messages from your child's school, their 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 your consent at any time. Please list below the names of all parents and guardians who agree to receive electronic messages for OCSB sources. Each individual listed must sign this form to indicate their own personal consent.

School:	
Name of student:	
Current date:	

Recipient Name <i>(please print)</i>		Relationship to student	
Email address <i>(one per recipient)</i>		Signature of consent	

Recipient Name <i>(please print)</i>		Relationship to student	
Email address <i>(one per recipient)</i>		Signature of consent	

Recipient Name <i>(please print)</i>		Relationship to student	
Email address <i>(one per recipient)</i>		Signature of consent	

Recipient Name <i>(please print)</i>		Relationship to student	
Email address <i>(one per recipient)</i>		Signature of consent	



Acceptable Use of Technology Agreement

At the Ottawa Catholic School Board (OCSB), we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, network), or their own personal electronic device for school purposes or when connected to school board networks.

All students must have a current Technology User Agreement signed and in place prior to being allowed any school network or electronic device access. This declaration is an additional document that outlines the standards of acceptable use for students using a school board or personal electronic device. Once signed, it will act as an agreement between the OCSB and the student/parent/guardian.

Student name (print please)

Parent/Guardian name

This declaration must be reviewed and signed by both the student and their parent/guardian in order for students to use any electronic devices in a school. This may include a desktop or mobile computer, tablet, (smart) phone, Chromebook, or any other device that has access to the internet.

Student declaration

As a student at the Ottawa Catholic School Board, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility required, I have initialed each of the expectations and guidelines listed below.

(Note: Each item must be initialed by the student and his/her parent or guardian to show that together they have reviewed each item and that the student will abide by the rules and expectations laid out for technology use.)

Students may bring in their own personal electronic devices which may be able to connect to the school wireless network. When at school, all of the conditions below apply to electronic devices, whether owned by the school board or brought in by a student:

Student's initials	Parent's initials	
		I will only connect to the school wireless network with a personal device, and NOT to the school's wired network, nor any other (external) wireless network, even though other networks from the neighbourhood might be visible inside the school.
		I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network and respect the personal information of others.
		I will use electronic devices in class or school activities only with a teacher's permission and for appropriate purposes, including texting, IM, internet access, pictures, audio and video recording.
		I understand the security, care, and maintenance of any device I bring from home or use at school is my responsibility. I will securely store my device when not in use.
		I understand the school is not responsible for the loss, theft, or damage of my personal electronic device. I am fully responsible for my property while it is at school. And responsible for school devices if borrowed and taken away from school.
		I understand that I have several electronic resources available to me that have been provided by the school board including a Google Apps For Education account. I agree that I will communicate with school board teachers and staff with officially sanctioned and provided tools and not personal accounts.
		I may use online communication and collaboration tools such as Google Apps for Education, Discovery Education, and select Web 2.0 tools etc... I will use them appropriately for learning purposes.

This is to certify that I (please print student's name), _____, have read, understand and initialed this document and will abide by all the acceptable use requirements set forth in this agreement. I agree that, should I fail to keep my commitment to upholding the standards listed above, I may have my school network and/or school computer privileges revoked either temporarily or permanently. I understand there may be other disciplinary consequences if I breach these school rules.

Student signature

Date

Parent/guardian endorsement

I have reviewed this document and initialed each paragraph with my child. I have discussed the importance of this agreement with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal devices while at school, as well as the appropriate and ethical use of technology at school. My child is clear that the consequences of not upholding his/her responsibilities will result in his/her technology privileges being withdrawn.

Parent/guardian signature

Date

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.

Instructions: see reverse / voir au verso

Property Identifier / Identification de propriété						
NBHD Quartier	County Comté	Mun. Mun.	Map/Div Plan/div.	Map/Sub Plan/sec.	Parcel Parcelle	Prim/Sub Princ./sec.

Please enter or revise my school support designation on the assessment roll in accordance with the following information.
Veuillez 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)		
	1. Owner Propriétaire	This person lives: Cette personne demeure :	Roman Catholic? catholique?	French-language Education Rights? Droit à l'enseignement en langue française?	Supporter/Elector for: Contribuable/électeur des écoles :
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. Last Name / Nom de famille First / Prénom(s)	1. Tenant Locataire 2. Spouse Conjoint 3. Child, boarder etc. Enfant, pensionnaire etc.	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	yes oui <input type="checkbox"/> no non <input type="checkbox"/>	yes oui <input type="checkbox"/> no non <input type="checkbox"/>	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
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		
This Application is: Cette demande est : <input type="checkbox"/> Approved Approuvée <input type="checkbox"/> Refused Rejetée	Signature of Assessment Commissioner Signature du commissaire à l'évaluation		Date Day Jour Month Mois Year Année		
Reason for Refusal: Motif du refus :					
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 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)