



Optional Attendance Form

Application for a **Secondary** program at a school outside the resident area

Date _____

Name of Requested Secondary School: <input type="text"/>	Requested Start Date:	
	For Grade :	Number of Credits presently earned:
Home or Sending School: <input type="text"/>	Does a sibling presently attend the requested school and will continue to attend in the next school year? Please check (✓) Yes _____ No _____ If YES: Name of Sibling _____	

Parents please note: Transportation is not provided for Optional Attendance students

Applicant's Information:

Surname: _____ Given Names: _____ Birthdate: _____ (DD/MM/YY)
 Student's Address: _____ Apt. # _____ Postal Code: _____
 Telephone: _____ Present Grade/Class: _____ Student School I.D. Number: _____
 Student e-mail address (Print Clearly): _____
 Is the applicant under **Optional Attendance** at the present school? Yes/No

Parent/Guardian Information:

Parent/Guardian's Name: _____ Phone Number: _____
 Parent/Guardian's e-mail address (Print Clearly) _____

Secondary Program Applications: Student may choose up to four (4) schools ONLY. Two (2) specialized programs, two (2) regular programs outside of your home school.

Specialized Programs & Schools	Regular Programs/ Schools Outside your Home School
1.	1.
2.	2.

Conditions on the reverse of this form have been read and agreed to:

Parent/Guardian Signature: _____ Student Signature (18 years of age or older): _____

Current School Principal (or Designate) **Signature:** _____ Date: _____

For Office Use Only:

Requested School's Decision: Accepted Not Accepted

Signature of Requested School Principal: _____ Date: _____

Distribution: 1 copy: To Parent/Guardian when decision is made
 1 copy: To TDSB Home or Sending School

Please Note the Following:

1. Priority of placement in the requested school will be based on a lottery if applications exceed the space available at the requested school.
2. If admitted, a student is expected to continue at the requested school until graduation.
3. To return to the home school by address:
 - a) Regular Programs: Student must apply through Optional Attendance to return to the home school.
 - b) Specialized Programs: If the Specialized program does not meet the student's needs, the student is free to return to their home school at an appropriate intake opportunity without reapplying through the Optional Attendance process
 - c) Alternative Schools: If the Alternative school does not meet the student's needs, the student is free to return to their home school at an appropriate intake opportunity without reapplying through the Optional Attendance process.

IMPORTANT DATES FOR SCHOOL ADMISSION BEGINNING SEPTEMBER 2020

- a. Optional Attendance forms will be made available on the first Monday of November. Applications may be submitted to the school following release of the Optional Attendance forms, but no offers of admission can be made prior to February 3, 2020. Any offers of admission before February 3, 2020 will be considered null and void.
- b. Applications must be received by **Friday, January 31, 2020**.
- c. A lottery, if necessary, will be held **to determine the successful applicants**.
- d. Parents/guardians or students 18 years of age or older will be informed of acceptance or non-acceptance prior to **Friday, February 14, 2020**.
- e. Parents/guardians or students 18 years of age or older must confirm the offer of admission by completing a course selection sheet by **Friday, February 28, 2020**.
- f. No student will be admitted into any secondary grade levels through optional attendance after **Friday, February 28, 2020**.

Note: It is the parent/guardian's responsibility to deliver this application to the school or schools of choice. Faxed or scanned copies will not be accepted.

Notice of Collection

The Toronto District School Board (the "TDSB") collects, uses, retains, and shares personal information for the purposes of planning, administering, and delivering its educational programs and services. The purpose of this collection is to provide the information needed to offer admission to students applying from outside the assigned attendance catchment area should pupil spaces be available in the school. The collection, use and disclosure of personal information for these purposes are expressly authorized under the authority of sections 36(1), 39(1), 49(4)(5) and 58(5) of the *Education Act, R.S.O. 1990, c.E.2. as amended and its regulations*. The information is retained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56*. This information will be shared with the school administrator, office assistants, school Superintendent of Education, School Council chair(s) and local Trustee in order to administer the above noted purposes. Questions about this collection should be directed to the school principal.