

CLASSROOM MANAGEMENT

SHAPE INTERNATIONAL SCHOOL CANADIAN SECTION ENROLMENT PROCEDURES

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SECTION 1: PURPOSE

1.1 Outline enrolment procedures required for students entering SHAPE International School Canadian section.

SECTION 2: REGULATIONS

- 2.1 OSAP 100.01.1 – *DND Dependants Schools Overseas Regulations and Organization*
- 2.2 OSAP 200.03.1 – *Eligibility of Children to Attend the Canadian Section of DND Dependants Schools Overseas*
- 2.3 OSAP 200.03.2 – *Tuition Fees for non-entitled students at SHAPE International School*
- 2.4 OSAP 200.03.4 – *SHAPE International School non-entitled student application and notice to their Sponsor*
- 2.5 OSAP 200.03.9 – *SHAPE International School – Monthly Student Count*
- 2.6 OSAP 200.03.9 Annex A - *Example of SHAPE International Monthly Student Report*

SECTION 3: RESPONSIBILITY

3.1 It is the responsibility of the Principal of SHAPE International School – Canadian section to ensure that students attending are entitled to attend in accordance with OSAP 200.03.1 – *Eligibility of Children to Attend the Canadian Section of DND Dependants Schools Overseas*, American Secondary/Canadian elementary exchange program or have an entitlement to attend as a non-entitled student.

SECTION 4: POLICY

4.1 American Secondary/Canadian Elementary Exchange Program

4.1.1 Entitled American elementary students may be accepted on a “one for one” exchange with Canadian student in the American High School only after screening and evaluation of their proficiency in English and French, ability to learn French and approved by the Canadian principal. Application found at OSAP 200.03.4 – *SHAPE INTERNATIONAL SCHOOL – Canadian Section student application request for exchange or fee-paying student* is to be completed by parents and submitted to Canadian principal.

SECTION 5: APPLICATION PROCEDURES

5.1 Forms Required to be Completed by Enrolling Student:

- (a) OSAP 200.03.8 Annex A - *Letter To Parents With Enrolment Information*
- (b) OSAP 200.03.8 Annex B - *Overview Of Canadian Section*
- (c) OSAP 200.03.8 Annex C - *Welcome Letter/Registration Package*
- (d) OSAP 200.03.8 Annex D - *Registration/Student Information/Emergency Contact/Medical/Day Outing Permission Form*
- (e) OSAP 200.03.8 Annex E - *Medical Exam/School Health Record*
- (f) OSAP 200.03.8 Annex F - *Special Medical Power Of Attorney*
- (g) OSAP 200.03.8 Annex G - *Language Information Form*
- (h) OSAP 200.03.8 Annex H - *Publication Permission Form*
- (i) OSAP 200.03.8 Annex I - *Student Computer And Internet Access Agreement*
- (j) OSAP 200.03.8 Annex J - *Request For Student Records*

5.2 Photocopies Required

- (a) Photocopy of birth certificate;
- (b) Immunization records;
- (c) Passport; and
- (d) Moving orders.

5.2.1 Information will be collected from parents during their House Hunting Trip and files will be started for all new students as stated in the [Ontario Student Record \(OSR\) Guideline, 2000](#).

5.3 Registration

5.3.1 Request information/forms that are missing from the parents.

5.3.2 Must have signed registration form completed with required photocopies, if not already on file, to register.

5.3.4 Collect photocopies of most recent report card/transcripts.

5.3.5 Create files for students, if not already completed, following the [Ontario Student Record \(OSR\) Guideline, 2000](#).

5.3.6 Assign Student Numbers (MIN/OEN) to students from outside Ontario.

5.3.7 Request the Student Records from previous schools for new students.

5.4 Provide Health Related Information To Nursing

5.4.1 Send copies of health related information:

- (a) School Health Record
- (b) Medical Consent Form

5.5 Provide New Student Information To Other Offices

5.5.1 Distribute copies of our enrolment forms to the international office.

5.6 Update Computer

5.6.1 Update computer with information from registration form and all other forms provided on the following systems:

- (a) Canadian section Database

5.7 Office Index Cards

5.7.1 Update and print the Office Index Cards with information from new students.