

REGISTERING INTERNATIONAL CHILDREN IN SCHOOLS TIP SHEET

F C O

Family Care Office

Step 1: Visit the TDSB Admissions Office

You must go to the Toronto District School Board (TDSB) Admissions Office to obtain an admissions letter, which will be required to register your child(ren) in your local school.

Registration Requirements:

- You must be living in Toronto in order to register your children with the Toronto District School Board.
- Minor children of international students are not required to have a study permit in order to attend public school in the province of Ontario.
- Children can be enrolled in school whenever they arrive in Canada.

Required Documents:

- Your passport and Study Permit or Work Permit
- A letter from the University that verifies you are currently enrolled as a full-time student in a degree-granting program at the University of Toronto (an offer letter from U of T is not considered sufficient documentation). If you are here on a Work Permit, you will need a letter from your employer.
- Two different documents proving that you live in Toronto (i.e. two documents with your name and your Toronto address printed on them).
- Child's birth certificate or passport (or the passport in which the child is listed).
- Child's immunization record
- Child's previous school records.

UoFT FAMILY CARE OFFICE
Koffler Student Services Centre
214 College St.
416-978-0951
family.care@utoronto.ca
www.familycare.utoronto.ca

Centre for International Experience

33 St. George St.
416-978-2564
www.cie.utoronto.ca/

Toronto District School Board - International Student Services and Admissions Office

5050 Yonge Street, 2nd Floor (at North York Civic Centre subway station)

Telephone: 416-395-9618
416-395-8109

Hours: 8:45 am – 1:00 pm
2:00 pm – 5:00 pm

Email: admissions@tsdb.on.ca
www.tdsb.on.ca/stucom/intlstudents

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Step 2: Visit your local school

Registration Procedure:

- Provided that you bring the necessary documentation, the TDSB Admissions Office will refer you to your local school (based on your residential address) and will provide you with an admissions letter that you will need to register your children at the school.
- Elementary school students (up to and including grade 8) may go directly to their neighbourhood school to register once authorization has been granted.
- Secondary school students (from grade 9 to grade 12) will be given further instructions by the TDSB Admissions Office concerning placement of grade and school.
- The online guide at the TDSB website can be used to find the school nearest your residential address.

If you have other questions or concerns about the process of registering your children at a Toronto school, we encourage you to contact the TDSB International Student Services and Admissions Office.

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To find your local school use the Toronto District School Board Street Guide:

www.tdsb.on.ca/schools/street.asp