



2022 – 2023
Grade 10-12
Student Registration Package



Welcome to Holy Trinity Catholic High School!



We are excited to welcome you to Holy Trinity Catholic High School! The registration and course selection process are the first steps in your journey to becoming a Trinity Titan. Registering and choosing your courses is easy:

1. Complete our Registration/Course Selection Package.
2. Submit your package and all supporting documents electronically for review.

Documents to Gather in Advance

There is a checklist in the registration file package that will indicate documentation that the school requires. These documents are necessary to complete the Registration Process and **must be provided by you as part of your Registration Package**. Please gather the items below in advance of beginning the electronic registration process as you may need to refer to them or provide digital formats/copies of them.

- Birth Certificate. Note: If you were born outside of Canada, in addition to your birth certificate, we ask that you also provide copies of:
 - Citizenship Certificate/Record of Landing (IMM 1000) or passport.
 - Permanent Residence Card.
- Proof of Residence Documentation/Address. Please note that a **driver's license cannot be used as proof of address**. You will need to provide a utility bill, property tax form, lease agreement, etc.
- Proof of Custody (if applicable).
- Individual Education Plan (IEP) and/or Individual Placement Review Committee Report (IPRC) (if applicable).
- Most recent report card.
- Transcript from current high school.
- Status Sheet/Credit Counselling Summary from current high school.
- Attendance Record from current high school.

Registration and Course Selection Process: Getting Started and Submitting

- When you download and open our registration package (link below), you will need to complete all highlighted fields.
- **IMPORTANT:** You need to save the file as a '**.pdf Portfolio**'. Please include the students full name in the saved filename.
- You can enter the information in the fields online and save the file. You will then submit it, along with all supporting documentation, to the school via email. You can also simply print the file, complete by hand, and then submit via email. If you do not have access to a printer and need a paper copy, please contact our Guidance Department (mburnie@bhncdsb.ca or 519-429-3600 ext. 308)
- If you begin filling out the forms online and need to stop, no worries! Save the file where you can access it later and resume the process.



- Where you see a signature is required, a parent/guardian must enter a digital signature or leave it blank and sign the printed form. The Student Information and Communications Technology Use Agreement also includes a signature line for the student.
- You will need to submit all required supporting documents along with your Registration Package to the provided email address. Packages that arrive without the supporting documents will not be processed.
- Grades 10 to 12 registrants require a meeting with a Vice-Principal prior to acceptance and completion of the registration process. Upon receipt and review of the registration package, a Vice-Principal will contact you.

Who do I contact for help?

- If you have any issues with this process or require an alternate format, please contact Michele Burnie by email at mburnie@bhncdsb.ca or 519-429-3600 ext. 308.
- For technical support, please contact our Information Technology Help Desk at: 519-756-6505 ext. 711 or by emailing helpdesk@bhncdsb.ca. Please leave a message and their staff will return your call.

To Register

1. Complete the Registration Package. The package can be completed online or by hand and scanned back to the email provided. **Please ensure all areas/pages are signed where required!**
2. Email your completed package and all required supporting documents to mburnie@bhncdsb.ca.

Instructions for Out-of-Boundary Registration

If your residence is not within the Holy Trinity boundary, you will need to provide an 'Application for Out-of-School Boundary Attendance' form in addition to our full Registration package. To confirm the school designated for your place of residence, visit our [School Locator](#) found on the [Student Transportation Services](#) webpage.

Notice of Collection

The information on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. 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. If you have any questions, please contact the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



Holy Trinity Catholic High School

128 Evergreen Hill Road, Simcoe, ON N3Y 4K1

Phone: 519-429-3600 Fax: 519-429-3603

Dear Parent/Guardian/Applicant:

This checklist will help you to gather the materials necessary for registration and will outline the procedures to be followed.

The following documentation will be needed in order to process your application.

Everyone must provide:

- a completed Student Registration Information Form
- Attendance report, transcript & credit counseling summary
- Individual Education Plan (IEP) and/or Individual Placement Review Committee Report (IPRC)
- Medical Alert Form
- Application for Direction of School Support and Separate School Assessment Lease (if applicable)
- Student Transportation Services Form
- Document for Proof of Residence (i.e. utility bill/property tax bill)
- Copy of Birth Certificate or confirmation of Permanent Residence
- Proof of Custody (if applicable) Legal Custodian is: _____
- CWOSSA Transfer Form (if applicable)

NOTE: Only completed packages will be processed.

The payment of a \$35.00 Activity Fee (\$25.00 for 1 semester), payable by cash or cheque, is due to Holy Trinity Catholic High School when your completed package is submitted.

If you have recently moved to Canada and do not have confirmation of Permanent Residence, please provide the following:

- Letter of permission from the Brant Haldimand Norfolk Catholic District School Board
- Citizenship certificate/Record of Landing (MM 1000) passport

If you live outside the School Boundaries:

- Completed Request for Out-Of-Boundary Registration form if your residence is not within the school's boundaries. (To confirm the school designated for your place of residence, call the Brant Haldimand Norfolk Catholic District School Board – 519-756-6369).



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

STUDENT REGISTRATION FORM - SECONDARY

STUDENT INFORMATION:

Student's Legal Name: _____
Last First Middle

Student's Preferred Name: _____
(if different from above) Last First Middle

Street Address: _____ Apt. # _____ City: _____ Postal Code: _____

Rural Address: RR# _____ Road Number/Name: _____

Mailing Address (if different from above): Postal Box: _____ Postal Code: _____

Document Used for Proof Of Residence _____ Address Verified by: _____
(i.e., Utility Bill/Lease/Property Title) (School Official or Designate)

Telephone Number: _____ Cell #: _____

Birth Date: ____/____/____ Admitting into Grade: ____ Gender: Male Female
Year Month Day

Student Baptized Roman Catholic: Yes No

Date Baptized: ____/____/____ Name of Church where Baptized: _____
Year Month Day

School Tax Support of Present Residence: Separate School Public School

LAST SCHOOL ATTENDED:

Name of School: _____ School Board: _____
Address: _____ Postal Code: _____
Phone Number: _____

PARENTS AND/OR GUARDIANS:

Mother/Guardian Name: _____
Address (if different from Student): _____
Lives with Student: Yes No If no, Emergency Contact Yes No Has Custody Yes No
Employer: _____ Occupation: _____
Phone #: Work: _____ Ext.: _____ Available at Work? Yes No
Phone #: Home: _____ Cell: _____
Mother's/Guardian's E-mail Address: _____
Religion: Roman Catholic? Yes No Parish: _____

Father/Guardian Name: _____
Address (if different from Student): _____
Lives with Student: Yes No If no, Emergency Contacts Yes No Has Custody Yes No
Employer: _____ Occupation: _____
Phone #: Work: _____ Ext.: _____ Available at Work? Yes No
Phone #: Home: _____ Cell: _____
Father's/Guardian's E-mail Address: _____
Religion: Roman Catholic? Yes No Parish: _____

CUSTODY:

Please indicate if the school administration should be aware of any such Court Order for the protection of your child.

Yes No If 'yes', please make arrangements to discuss this situation with the school principal.

Legal documentation will be required.

STUDENT CITIZENSHIP/ IMMIGRATION INFORMATION: A copy of Birth Certificate or Visa/Immigration Documentation is required for ALL students

Country of Birth: _____

Original Date of Entry into Canada: ____/____/____
Year Month Day

Province of Birth: _____

Indigenous Student Self-Identification (*voluntary information*): First Nation Métis Inuit

Student is a member of Six Nations Mississaugas of the Credit Other _____

Resident of Reserve: Six Nations of the Grand River Mississaugas of the Credit

Citizenship Status: Canadian

Permanent Resident (Landed Immigrant) Date on PR Documentation ____/____/____ Verified By: _____
Year Month Day (School Official or Designate)

Student Visa Other Visa _____ Expiry Date: ____/____/____
Year Month Day

First Language Spoken: _____

Interpreter Required: Yes No

Tuition Paying Student: Yes No

EMERGENCY CONTACT: In case of emergency or school closure, please provide us with names and phone numbers of contacts if the school cannot contact you.

Emergency Contact #1 (Other Than a Parent)	Name	Relationship	Phone Number(s)
			Home: Cell:
Emergency Contact #2 (Other Than a Parent)	Name	Relationship	Phone Number(s)
			Home: Cell:

MEDICAL INFORMATION:

Are there any particular health/medical problems your child may be experiencing which the school should be aware of?

No Health Concerns Life Threatening Allergies/Conditions Physical Disabilities Allergies Serious Illness Asthma

Previous Concussion

Please explain: _____

Does your child require any prescribed medication for his/her condition/illness during school hours? Yes No

Doctor: _____ Phone Number: _____

SPECIAL PROGRAMMING:

Has your child previously received English as a Second Language Assistance? Yes No

Has your child previously received Special Education Assistance through an Individual Education Plan? Yes No

Has your child participated in the Identification Placement and Review Committee (IPRC) process? Yes No

Does your child have any Physical Needs?: Vision Hearing Toileting Medication Mobility

Does your child use any assistive devices? Please specify: _____

Does your child currently receive support from any Community agencies? Please specify: _____

QUESTIONNAIRE FOR ADMISSION

Last School Attended : _____

Have you been suspended from school in the past year? Yes No

Have you ever been suspended from school for a violent act? Yes No

NOTES:

1. The information you have provided is collected under the legal authority of section 265(d) of The Education Act, R.S.O., 1991 Vol. 2, C.10, 5.6, and may be used for administrative purposes related to school programs and records and for determining eligibility for attendance. Questions should be directed to the Principal.
2. A school transfer could affect eligibility to participate in sports.
3. Admission is considered conditional pending receipt and review of the student's records from his/her previous school. Falsifying information on this form will rescind the admission.

Your previous Principal or his/her delegate is asked to comment on the following:

1. Attendance Acceptable Unacceptable
2. Behaviour Acceptable Unacceptable
3. Achievement Acceptable Unacceptable

General comments: _____

Principal Signature: _____ Date: _____

I, _____ authorize school staff to contact my previous principal or delegate as required.

Student Signature: _____ Date: _____

INFORMATION COLLECTION AUTHORIZATION

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. 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. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Under the Education Act, transportation is an educational purpose. Whether it is a class trip or transportation to school, most of our students will ride a school bus. The Brant Haldimand Norfolk Catholic District School Board has an agreement with Student Transportation Services - Brant Haldimand Norfolk (STSBHN) to share student data including personal information. Examples of information that is shared includes (but is not limited to) a student's home address (for bussing to school) or a student's emergency contact name and phone number (on hand for bussing during a class trip). STSBHN is bound by the same 'acts' as the Board (PIPEDA, MFIPPA, PHIPA) and handles the personal information they receive accordingly.

I consent to the collection, use and disclosure of personal information to Student Transportation Services Brant Haldimand Norfolk.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

		Grade 9	Grade 10	Grade 11	Grade 12
Health and Physical Education	Healthy Active Living:	PPL1O1 (Co-Ed)	PPL2O1	PPL3O1	PPL4O1
		PPL1OG (Girls)			
	Personal and Fitness Activities		PAF2O1	PAF3O1	PAF4O1
	Healthy Active Living: Hockey (Co-Ed)	PAL1O8		PAL3O8	
	Healthy Active Living: Basketball (Co-Ed)				PAL4O7
	Healthy Active Living: Volleyball (Co-Ed)		PAL2O9	PAL3O9	
	Introduction to Kinesiology				PSK4U1
	Weight Training - Coed			PPZ3C1	
Mathematics	Mathematics	MAT1L1	MAT2L1	MEL3E1	MEL4E1
		MATH	MFM2P1	MBF3C1	MAP4C1
			MPM2D1	MCF3M1	
	Mathematics for College Technology				MCT4C1
	Data Management				MDM4U1
	Functions			MCR3U1	MHF4U1
Calculus and Vectors				MCV4U1	
Modern Languages	French	FRENCH	FSF2P1	FSF3O1	FSF4O1
			FSF2D1	FSF3U1	FSF4U1
	Extended French	FSF1O1			
		FEF1D1	FEF2D1	FEF3U1	FEF4U1
Religious Ed.	Religious Education	HRE1O1	HRE2O1	HRF3O1	HRE4O1
				HRT3M1	HRE4M1
				HRT3MF	
Science	Science	SNC1L1	SNC2L1		
		SCIENCE	SNC2P1		
			SNC2D1		
	Biology			SBI3C1	
				SBI3U1	SBI4U1
	Chemistry				SCH4C1
	Environmental			SCH3U1	SCH4U1
Health Science			SVN3M1		
Physics				SNC4M1	
			SPH3U1	SPH4U1	
Social Sciences and Humanities	Working with Infants and Young Children			HPW3CH (.5 credit)	
	Raising Healthy Children			HPC3OH (.5 credit)	
	Anthropology, Psychology and Sociology			HSP3C1	
				HSP3U1	
	Challenge and Change in Society				HSB4U1
	Philosophy				HZT4U1
Personal Life Management				HIP4O1	

CONTINUED ON NEXT PAGE

		Grade 9		Grade 10		Grade 11		Grade 12	
Technological Education	Exploring Technologies – Hospitality and Design		TIJ1OV1						
	Exploring Technologies – Computer and Comm Tech		TIJ1OV2						
	Communications				TGJ2O1		TGJ3M1		TGJ4M1
	Computer Engineering Technology				TEJ2O1		TEJ3M1		TEJ4M1
	Construction				TCJ2O1		TCJ3C1		TCJ4C1
	Green Industries						THJ3M1		
	Barbering						TXH3E1		
	Hairstyling and Aesthetics		TXJ1O1		TXJ2O1		TXJ3E1		TXJ4E1
	Health Care College						TPJ3C1		TPJ4C1
	Health Care Mixed						TPJ3M1		
	Health Care: Workplace Support Service								TPJ4E1
	Hospitality and Tourism				TFJ2O1		TFJ3E1		
	Baking/Advanced Baking						TFB3E1		TFB4E1
									TFB4E2 (2 credits)
	Culinary Arts/Chef Training								TFJ4E1
									TFJ4E2 (2 credits)
	Technological Design					TDJ2O1		TDJ3M1	TDJ4M1
									TDA4M (Architecture)
Interior Design						TDV3MH (.5 credit)			
Textile Design						TDP3MH (.5 credit)			
Transportation Technology					TTJ2O1		TTJ3C1	TTJ4C1	
Transportation/Welding							TMW3ED (Half day)	TMW4ED (Half day)	

Course Selections (Pick the Required Number)

Choice	Course Name	Course Code
1		
2		
3		
4		
5		
6		
7		
8		

Alternate Courses (Pick 2)

Choice	Course Name	Course Code
1		
2		

OSSD REQUIREMENTS CHECKLIST

	COURSE	CREDITS	EARNED
COMPULSORY CREDITS	English	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Mathematics	3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Science	2	<input type="checkbox"/> <input type="checkbox"/>
	Canadian History	1	<input type="checkbox"/>
	Canadian Geography	1	<input type="checkbox"/>
	The Arts (Visual Art, Instrumental or Vocal Music, Dramatic Arts)	1	<input type="checkbox"/>
	Health and Physical Education	1	<input type="checkbox"/>
	French as a Second Language	1	<input type="checkbox"/>
	Career Studies	0.5	<input type="checkbox"/>
	Civics	0.5	<input type="checkbox"/>
	Group 1: 1 additional credit in English, French as a second language, a Native language, a classical or an international language, social sciences and the humanities, Canadian and world studies, guidance and career education or cooperative education. Grade 11 religion counts	1	<input type="checkbox"/>
	Group 2: 1 additional credit in health and physical education, the arts, business studies, French as a second language or cooperative education	1	<input type="checkbox"/>
	Group 3: 1 additional credit in science, technological education, French as a second language, computer studies or cooperative education	1	<input type="checkbox"/>
ADDITIONAL OSSD REQUIREMENTS	Optional credits (includes 4 religion credits although grade 11 religion can count as a group 1 credit and the grade 12 M religion can count as a university prerequisite)	12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	40 hours of community involvement activities		<input type="checkbox"/>
	Ontario Secondary School Literacy Test requirements		<input type="checkbox"/>
	TOTAL NUMBER OF CREDITS REQUIRED	30	

ANNUAL EDUCATION PLAN

- Record courses you have earned
- Record courses planned for next year
- Transfer next year's course selections to the worksheet in the centre of this form

YEAR 1
1. English
2. Math
3. Religious Education
4. Science
5. Geography
6. French
7.
8.

YEAR 2
1. English
2. Math
3. Religious Education
4. Science
5. Career Studies/Civics
6. History
7.
8.

YEAR 3
1. English
2. Math
3. Religious Education
4.
5.
6.
7.
8.

YEAR 4
1. English
2. Religious Education
3.
4.
5.
6.
7.
8.



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In order for staff to provide proper care for the student, accurate information is required by the school. If the student has any allergies or other medical issues the school needs to be aware of, please complete this form and return it with the registration package. If this does not apply, please simply write *n/a* on the form, sign, date the form, and return it with the registration package.

STUDENT NAME: _____
please print

PART 1—ALLERGIES

Student has an allergy to: tree nuts / peanuts bee / insect stings
 other: _____

Student carries epi-pen: yes no Non-anaphylactic allergy/no epi-pen required:

Board Policy (#200.05 8.4.2) states that students are required to carry their epi-pen on their person. Also, a second epi-pen can be housed in the school's main office.

If the student requires an epi-pen, where do they keep at school?: _____

Please describe the student's reaction/symptoms/signs and step-by-step procedures to follow in case of an anaphylactic emergency:

PART 2—ASTHMA

My child has asthma:: yes no Student carries inhaler: yes no

PART 3—OTHER MEDICAL ISSUES

The student has the following medical condition (not previously noted above):

The student has the following restrictions: _____

Please describe the student's reaction/symptoms/signs and step-by-step procedures to follow in case of an emergency::



STUDENTS WITH ANAPHYLAXIS, ASTHMA, DIABETES, EPILEPSY, OR OTHER PREVALENT MEDICAL CONDITIONS, WILL BE ASKED TO COMPLETE A *PLAN OF CARE* ANNUALLY AND PROVIDE IT TO THE SCHOOL.

Parent/Guardian Signature: _____ date: _____



Brant Haldimand Norfolk

349 Erie Avenue Brantford, ON, N3T 5V3
 Phone: 519-751-7532 Toll Free: 1-877-226-6353 Fax: 519-751-1536
 www.stsbhn.ca

TF001

Transportation Request Form

<input type="checkbox"/> New		<input type="checkbox"/> Change		<input type="checkbox"/> Alternate		<input type="checkbox"/> Courtesy	
School:				Start Date:		MM / DD / YYYY	
Student Name				DOB (D/M/Y)		Grade	
OEN							
1.							
2.							
3.							
4.							
5.							
Home Address				<input type="checkbox"/> Custody, <input type="checkbox"/> Caregiver Address or <input type="checkbox"/> Alternate			
Street & Number				Street & Number			
City, Postal Code				City, Postal Code			
Phone #				Phone #			
AM <input type="checkbox"/>	M <input type="checkbox"/>	T <input type="checkbox"/>	W <input type="checkbox"/>	T <input type="checkbox"/>	F <input type="checkbox"/>	AM <input type="checkbox"/>	M <input type="checkbox"/>
PM <input type="checkbox"/>	M <input type="checkbox"/>	T <input type="checkbox"/>	W <input type="checkbox"/>	T <input type="checkbox"/>	F <input type="checkbox"/>	PM <input type="checkbox"/>	M <input type="checkbox"/>
Program: <input type="checkbox"/> Special Education, <input type="checkbox"/> French Immersion, <input type="checkbox"/> Other: _____							
Comments							
Note: schedules for regular, courtesy, caregiver, and custody situations must be consistent. Please refer to the Transportation website at www.stsbhn.ca , Policies & Procedures, Policy # 002 Transportation Eligibility for more details.							

Courtesy Transportation is subject to all of the following conditions:

- No additional cost will be incurred, space must be available on an existing route
- Permission is granted during the current school year
- Permission to ride the bus may be withdrawn at ANY time if the seat is required by an eligible rider (24 hours notice will be given)
- Riding privileges will be withdrawn for the remainder of the school year for acts of misconduct

STSBHN **does not** contact families with regards to changes to their bus routes. Information on changes can be accessed by going to www.stsbhn.ca and clicking on the Parent/ Student Login icon. STSBHN requires a minimum of 48 hours to process and make effective the change as submitted on this form. **It is a parental responsibility to ensure that changes have taken effect before sending their child to a bus stop.**

Parent Signature: _____

Principal/ Designate Signature: _____

During the school year, all completed forms must be sent to your child(ren)'s home school. For submissions over the summer, please send completed form to: email: transportation@stsbhn.ca, fax: 519-751-1536, or deliver to: 349 Erie Ave, Brantford ON, N3T 5V3

Updated: December 2012



Tax Direction and Lease Information

Support Catholic Education

Help protect and preserve our Catholic education system, by ensuring you are registered as an English Separate (Catholic) School Supporter. Like many Catholics, you may be surprised to find out that you are registered as a Public School supporter.

To verify that you are and English Separate (Catholic) School Supporter:

1. Check the assessment section of your Tax Bill or Property Assessment Notice OR
2. Check your Voter Information Card

By directing your tax support to the separate school system:

- You may vote for separate school trustees in municipal elections
- Your children may attend Catholic elementary schools
- You show your support for the Catholic school system

Have you moved?

Even if you have been an English Separate (Catholic) School Supporter in the past, the designation DOES NOT follow you when you relocate. Every time you move, it is essential that you register yourself as an English Separate Catholic supporter.

What is a Separate School Lease Agreement?

A Separate School Lease Agreement allows people who jointly own or rent a property to designate school support to the Separate School Board when one of the owners or tenants is non-Roman Catholic.

The Separate School Lease Agreement allows the Roman Catholic joint owner or tenant the right to designate the school support for the non-Roman Catholic. Otherwise, the English-Public designation applies as required by the Assessment Act.

Only one school support designation is allowed for each household (e.g., a self-contained residential unit) and only Roman Catholics may support a separate school board. If only one owner or tenant qualifies, the separate school board should be contacted so that a Separate School Lease Agreement can be mailed.

What is a Lessor and Lessee?

Lessor = a person who leases property to another; a landlord.

Lessee = a person who holds the lease of a property; a tenant.

I'm Catholic but my husband is not. I've been asked to fill out a Separate School Lease Agreement but am not sure who is the Lessor and who is the Lessee.

In Ontario, the tenant has the right to direct school support.

If you are renting your place of residence, your landlord is the owner (who may or may not be Catholic) and you are the tenant. You may direct your support to Public-Separate. Please remember to indicate that your landlord does not live at the address on the form.

If you and your spouse co-own your residence, but your spouse is not Catholic, he must 'rent' the rights to direct the direction of tax support to you (the Catholic). This is done through a Separate School Lease Agreement.

Form Samples

A sample which includes one owner as Catholic, the second owner as non-Catholic with children are available to view on the Brant Haldimand Norfolk Catholic District School Board's website. A Separate School Lease Agreement must accompany the Application for Direction of School Support form in this situation.

Help protect and preserve our Catholic education system!

Catholic ratepayers who no longer have children in school are important to the vitality of our Catholic education system. School support direction should be made even if you don't have children currently attending school. It is an investment in our future and all Catholic ratepayers are partners with Catholic Educators in this investment.

Municipal elections are important to the future of Catholic education and to Catholic families

Your ongoing support of Catholic schools is instrumental in the preservation and enhancement of our system. When you direct your support to the English Separate (Catholic) system, you are sending the government a powerful message. It says:

- You support Catholic schools in your community;
- You want to see Catholic schools continue to exist and flourish;
- You want equitable resources for your Catholic schools.

Your record of school support is part of an assessment base that also serves other important functions:

- It is used to determine the number of trustees elected to each board;
- It supports the board's population projections, which affects funding.

To register, check or change your Direction of School Support Designation, contact 519-756-6505 Ext 120.

UNLESS you are identified as an English Separate School Supporter...

- You CANNOT vote for Catholic school Trustees
- You are NOT counted as a supporter of Catholic Education in Ontario

Show your support by directing your property taxes to the English Separate (Catholic) school system. Please note that English Separate School Supporter means the same as Catholic School Supporter.

If you require assistance filling out the forms, please contact your local Catholic school or call the Catholic Education Centre 519-756-6505 Ext 120.

Completed forms may be returned to the school or mailed to:

Catholic Education Centre
322 Fairview Drive
P.O. 217
Brantford, Ontario
N3T 5M8

**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.	2. Tenant Locataire 3. Spouse Conjoint 4. 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
Last Name / Nom de famille First / Prénom(s)	1 <input type="checkbox"/>	1 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	1 <input type="checkbox"/>
male homme <input type="checkbox"/> female femme <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	2 <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"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	4 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	4 <input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	4 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	4 <input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	4 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	4 <input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	yes oui <input type="checkbox"/>	yes oui <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	4 <input type="checkbox"/>	no non <input type="checkbox"/>	no non <input type="checkbox"/>	4 <input type="checkbox"/>
School lease in effect? / Procuration scolaire signée? Indicate (✓) <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 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.



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217,322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

SEPARATE SCHOOL ASSESSMENT LEASE

This lease made this _____ day of _____, 20_____

I, (Non-Catholic Lessor) _____
Surname *Christian Name*

Hereby agree with
(Roman Catholic Lessee) _____
Surname *Christian Name*

To lease the premises situated at _____
Number *Street*

In the City or Town of _____ in the City/Town/County of _____

the herein named _____ Roman Catholic Lessee, for a term of one (1) year,

to be computed from _____ 20_____, and automatically renewable annually; provided however, that this lease may be terminated upon thirty (30) days notice in writing given by either party.

The parties hereto 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 under Sections 20 and 24 of the Assessment Act, R.S.O. 1970, Chapter 32.

This lease does not affect the ownership of the property in any way whatsoever, nor will it be registered.

Signed, and delivered in
the presence of

_____ (Lessor)

_____ (Lessee)

Witness

The Brant Haldimand Norfolk Catholic District School Board shall be deemed the authorized agent for the school support.

FOR OFFICE USE ONLY

NBHD	CNTY	MUN	MAP/VID	MAP/SUB	PARCL	MAPSUB

INFORMATION COLLECTION AUTHORIZATION

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989 .The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. 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. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

To view the full 2022-2023 Course Guide please visit our website at

www.trinitycatholic.ca

Click on 2022-2023 Course Calendar from the Guidance drop down menu.

Holy Trinity Catholic High School

Ut Omnes Unum sint – “That they all may be one”

128 Evergreen Hill Road
Simcoe, ON
N3Y 4K1

Principal: Greg Picone
Vice-Principal: Jennifer Charnish-Currie
Vice-Principal: John Nicholson