



RE-REGISTRATION LETTER – Second Semester

(on Board Letterhead)

[Date]

[Address]

Dear [Parent/Guardian/Adult Student Name],

RE: [Student Name] D.O.B. [Date of Birth]

Please be advised that [Student First Name] was removed from the academic register during the first semester of the [school year] school year for the reason of non-attendance. [Student First Name] needs to re-register as soon as possible in order to be listed as a student for second semester at [School Name]. Second semester commences on [Date].

In order to re-register with [School Name], you must complete an online registration form, found through our website (www.dsb1.ca), or register in person at the school office. Online registrations must include a follow-up visit to the school to provide your documentation. The following documentation must be provided when you visit the school:

- Proof of Student's Age (birth certificate or passport)
- Proof of Residence (document with physical address on it – e.g., utility bill, tax bill)
- Court Documents for Custody/Access (if applicable)

[Student First Name] will then be asked to see a Guidance Counsellor to pick out courses for the semester. The sooner [Student First Name] re-registers, the more course selection options there will be available.

Please note that according to the *Education Act*, all students must attend school until they reach the age of 18, or have obtained their Ontario Secondary School Diploma or equivalent. If you have any questions or concerns about this requirement/process, please contact me at [Phone] or by email at [Email].

We look forward to having [Student First Name] back at [School Name] for the second semester, and appreciate your assistance with this matter.

Sincerely

[Attendance Counsellor Name]
Attendance Counsellor
District School Board Ontario North East

Cc: Superintendent of Education
Exec. Assistant to Superintendent



RE-REGISTRATION LETTER – New Year

(on Board Letterhead)

[Date]

[Address]

Dear [Parent/Guardian/Adult Student Name],

RE: [Student Name] D.O.B. [Date of Birth]

Please be advised that [Student First Name] was removed from the academic register during the [school year] school year for the reason of non-attendance. [Student First Name] needs to re-register as soon as possible in order to be listed as a student of [School Name] for the upcoming [school year] school year.

In order to re-register with [School Name], you must complete an online registration form, found through our website (www.dsb1.ca), or register in person at the school office. Online registrations must include a follow-up visit to the school to provide your documentation. The following documentation must be provided when you visit the school:

- Proof of Student's Age (birth certificate or passport)
- Proof of Residence (document with physical address on it – e.g., utility bill, tax bill)
- Court Documents for Custody/Access (if applicable)

[Student First Name] will then be asked to see a Guidance Counsellor to pick out courses for next year. The sooner [Student First Name] re-registers, the more course selection options there will be available.

Please note that according to the *Education Act*, all students must attend school until they reach the age of 18, or have obtained their Ontario Secondary School Diploma or equivalent. If you have any questions or concerns about this requirement/process, please contact me at [Phone] or by email at [Email].

We look forward to having [Student First Name] back at [School Name] in the fall, and appreciate your assistance with this matter.

Sincerely

[Attendance Counsellor Name]
Attendance Counsellor
District School Board Ontario North East

Cc: Superintendent of Education
Exec. Assistant to Superintendent