

REGISTRATION FORM 2020-2021

In order to register you must be 18 years or older and not registered in a regular High School.

Please provide the following:

- Official Transcript or Status Sheet from previous High School;
- Birth Certificate or Canadian Passport;
- If not born in Canada, Canadian Citizenship card, Permanent Canadian Resident card, Refugee Status
- Proof of CLB 6 (if you are an adult ESL learner)
- Proof of Address (ie: Driver's license / Phone bill)
- Photo ID (Health card / Driver's license);

Please fill out all information and email form to cont.ed@dcdsb.ca. Please include your Ontario Education Number (OEN) if possible. This can be found on any High School report card or transcript.

How did you hear about us? _____

Last Name: _____ First Name: _____ Middle: _____

D.O.B. _____ Male / Female: _____ OEN: _____
MM-DD-YYYY

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

Current Phone: _____ Email address: _____

Country of Birth: _____ Province of Birth: _____

If not born in Canada, date of entry into Canada: _____
Year / Month / Day

Citizenship Status: Canadian Citizen Permanent Canadian Resident Landed Immigrant Student Visa
 Other: _____

If you are NOT a Canadian Citizen you must provide proof of Canadian Resident Status, Landed Immigrant Status or Student Visa Status.

Aboriginal Ancestry: First Nation Metis Inuit First Language Spoken: English French Other: _____

EMERGENCY INFORMATION: Health Card # _____ · _____ · _____ (For Emergency use only)

Emergency contact Name: _____ Phone: _____ Relationship: _____

PREVIOUS EDUCATION: Do you have your Ontario Secondary School Diploma? _____

If yes, what Year did you Graduate? _____ Graduating School: _____

If you have not obtained your OSSD, what was the last High School Attended: _____

City: _____ Year _____

Copy of Transcript Received # of credits showing _____

Are you presently on a Limited or Full Expulsion from an Ontario High School No Yes

Have you been a student here before? No Yes, Day School Yes, Correspondence Yes, LBS

Date

Signature

Is your schooling subsidized by Ontario Works or Leap? Other: _____

Organization: _____ Contact Person: _____

Phone: _____ Fax: _____

1. *It is the student's responsibility to inform the office if they think they will be graduating during this school year. Graduation ceremony takes place at the end of the school year in June.*
2. *Students born 1985+ must complete 40 hours of community service in order to graduate with their OSSD*
3. *Students born 1985+ will have either passed the Grade 10 Literacy test given by the Ministry of Education or must complete the Ontario Literacy Course.*
4. *If you require a letter of attendance, you must notify the office at least two days before the required time of pick up. Letters of attendance will be given once the course is complete.*

Community Service Record forms and list of services that are considered "Community Service" are available in the office. A list of Graduation requirements and "Grad Registration" forms are available in the office – It is your Responsibility to sign up for Grad

Please Note: Students who DO NOT SHOW UP FOR THE FIRST DAY OF CLASS, and DO NOT EMAIL the reason for their absence **MAY LOSE THEIR PLACE IN THE CLASS IF THERE IS A WAITING LIST** for the course. **COURSES WILL RUN SUBJECT TO SUFFICIENT REGISTRATIONS.**

Material Fees: _____ **For:** _____
Deposit \$ _____ **Date:** _____ **By:** _____

Cash/Debit/CC: _____ **Date:** _____ **Rec'd by:** _____

Cash/Debit/CC: _____ **Date:** _____ **Rec'd by:** _____

PAID IN FULL: _____ Signature _____



AJAX COURSES

Archbishop Anthony Meagher Catholic Continuing Education Centre
458 Fairall Street, Unit 7, Ajax, Ontario L1S 1R6
Tel: 905-683-7713 Fax: 905-683-9436

English for the Workplace Program

STUDENT NAME: _____

Semester 1 – September 9 to November 9, 2020

Period 2 (11:00 am – 1:30 pm)

Ontario Literacy Course..... OLC301

Semester 2 – November 10 to January 22, 2021

Period 1 (8:30 am – 11:00 am)

Advanced English for the Workplace..... ENG3E1

Period 2 (11:00 am – 1:30 pm)

Designing Your Future (Workplace Communication).....GWL301

Semester 3 – January 25 to April 6, 2021

Period 1 (8:30 am–11:00 am)

Information and Communication Tech 11 (Computer Skills)BTA301

Period 2 (11:00 am–1:30 pm)

English for the Workplace 11.....ENG3E

English for the Workplace 12.....ENG4E

Semester 4 – April 7 to June 8, 2021

Period 1 (8:30 am–11:00 am)

English for the Workplace 11.....ENG3E

English for the Workplace 12.....ENG4E

Period 2 (11:00 am–1:30 pm)

English Communication for BusinessEBT401

Ontario Literacy Course 11.....OLC301

Semester 5 – June 9 to June 28, 2021

Class runs daily from 8:30 am–4:30 pm. Please select ONE course only for Semester 5:

Information and Communication Tech 12 (Computer Skills).....BTX4C/BTX4E1

Navigating the Workplace (Job Search Strategies).....GLN401

Ontario Literacy Course.....OLC401