



SINCLAIR SECONDARY SCHOOL

STUDENT REGISTRATION INFORMATION

Please provide all necessary documents as per checklist below. Once the documents have been received you will be contacted to set up a registration appointment. Course selection will depend on availability. A registration appointment does not guarantee admission.

***A PARENT/GUARDIAN MUST be present with the STUDENT at the appointment**

Please contact your student's current school to inform them of your intent to transfer your student. The current school will print a verification form and provide it to you. You can make modifications to the form as needed and bring it with the required documentation so we can update records.

- PROOF OF RESIDENCE IN SINCLAIR'S AREA MUST BE IN THE GUARDIAN/PARENT'S NAME**
 - **PURCHASE AGREEMENT** (for new homes) or **Current PROPERTY TAX BILL**

OR

- **CURRENT LEASE/RENTAL AGREEMENT PLUS A CURRENT BILL**
(Affidavit needed if in a house ** - see reverse)
- Proof of CUSTODY** if child does not reside with both parents
*Children in Foster Care must have CAS worker present at the registration appointment
- TRANSCRIPT OF MARKS** (not required for Grade 8 students) and **MOST RECENT REPORT CARD**
- ATTENDANCE SUMMARY** from previous school if information is not on the most recent report card
- BIRTH CERTIFICATE**, and/or **PASSPORT**, and/or **IMMIGRATION PAPERS**
*If born outside Canada, must bring official paper/card with entry date on it
*If VISA STUDENT, please contact Trevor Sealey at 905-666-6464
- Special Education Students** who have been IPRC'd, please bring the most recent IEP
- Completed **IMMUNIZATION FORM – SINCLAIR WEBSITE**

Sinclair Secondary School
380 Taunton Road, East
Whitby, Ontario
L1R 2K5

www.ddsb.ca/school/sinclairss
(Course guide/list is under Student Services on website)

If any questions/clarification needed, please call Sandy Murray at 905-666-6001 or email sandra.murray@ddsb.ca

Having documents commissioned?

A Commissioner of Oaths service is available to the public in the Clerk's office. **In order to have a document commissioned all parties required to sign the document must be present and must provide valid photo identification.** Please check that your document allows signing by a Commissioner of Oaths. We reserve the right to refuse commissioning services of any document.

For a list of available times, contact Clerk's at (905) 430-4315 or via email at clerks@whitby.ca.
Clerk's Office: 575 Rossland Rd E, Whitby, ON, L1N 2M8

Educational Evaluation for Out-of-Province Documentation

In preparation of attending an Ontario school, students should have their educational documentation translated into English if applicable. Students registering at Sinclair will need to fax these translated documents to the DDSB Credential Centre at 905-436-1780. Upon formal acceptance to Sinclair, a letter will be provided to new registrants to book an appointment to have their documents evaluated. Note: Documentation evaluation will not take place prior to acceptance into a DDSB school.