
Private School Registration Agreement with AMDEC Annual Agreement for 2022-2023

Ministry of Education Enrolment Requirements:

In order to register a student from an Ontario private school in an eLearning course with AMDEC, the following conditions must be met:

- The private school named in this document is a Ministry-inspected private school with a BSID.
- The student is actively enrolled in the private school and the OSR (Ontario Student Record) is being held by the private school that is registering the student.
- If the student was born outside of Canada, the private school will provide all required documentation to ensure the student is eligible for publicly-funded education in Ontario.
- The student meets residency requirements outlined in the Education Act to be eligible for publicly funded education in Ontario and will continue to meet these residency requirements for the time the student is registered with AMDEC.
- It is the enrolling private school's responsibility to notify AMDEC of any changes to the student's enrolment status with the private school, or with another publicly-funded school board in which the student is concurrently registered. Changes to the student's enrolment status at either school may impact their eligibility to take or remain in courses with AMDEC.
- It is the enrolling private school's responsibility to maintain up-to-date student information (including student contact information and address in PRISM) to allow for timely communication and reporting.
- The private school has **not** charged an additional fee to the student or their family to take the requested AMDEC course(s).

Students are permitted to enrol in a maximum of 4 publicly-funded credits in any one semester.

Should private school students be concurrently enrolled in multiple publicly-funded school boards, it is important that there is transparency regarding enrolment to ensure funding from the Ministry of Education is appropriately allocated.

http://www.edu.gov.on.ca/eng/document/forms/enrol/enrolment_register_instructions.pdf

- When registering students in AMDEC courses, the enrolling private school will ensure that if the student registers concurrently in another publicly-funded school board in addition to AMDEC, the total number of credits being taken in all publicly-funded school boards as of the October 31st and March 31st count dates does not exceed 4 credits per semester.
- The enrolling private school will disclose the number of publicly-funded credits in which the student is enrolled on the October 31st and March 31st count dates to all publicly-funded school boards in which the student is registered.

AMDEC Course Registration Requirements:

- The student has the necessary prerequisites to be enrolled in the requested AMDEC course.
- The private school will maintain regular contact with AMDEC and work with AMDEC teachers and staff to support the success of the student in their AMDEC course.
- AMDEC courses will be run in a semestered format (exceptions may be required as a result of COVID19 safety protocols). Students will actively participate in their AMDEC course(s) every week and complete all assigned work, including the final exam (if applicable), on the date determined by their teacher.

- Proctored final exams are required for some AMDEC courses, and must be written under the supervision of an OCT certified teacher provided by the student's enrolling school.
- Students taking AMDEC courses will abide by the rules and procedures in the AMDEC Student Handbook (available at <http://amdec.avonmaitlandsecondary.ca/student-handbook/>) including those related to academic honesty.
- The private school will inform the parent/guardian and student of all conditions outlined in this agreement and before registering the student will obtain student and parent permission to:
 - Register the student for the requested AMDEC course(s), and
 - Allow the exchange of student information between the private school and AMDEC.

Student Registration Requirements:

In order to complete each registration, the following documents must be submitted at the time of registration:

Emailed or faxed to the AMDEC Office:

- Proof of Ontario residency (e.g. utility bill, tax bill, rental/lease agreement, etc.)
- A current, signed transcript, issued by the enrolling private school
- And, for students born outside of Canada:
 - completed and signed AMDSB 302E form, and,
 - a document to confirm student eligibility to attend an Ontario school without fees

Uploaded in PRISM:

- Student IEP, as applicable

Please note, failure to comply with and disclose student enrolment information as per this agreement could result in the removal of the student from their course(s). Additionally your school's registration agreement with AMDEC may be jeopardized.

Once AMDEC receives a signed copy of this Agreement, the private school will be provided with further AMDEC registration instructions.

Declaration:

Please review the statements above and sign the Declaration section below to confirm that you will adhere to the conditions outlined. Scan and email the completed form to the AMDEC eRegistrar at AMDEC.Office@ed.amdsb.ca, or fax it to (519) 482-8795.

School Name (Print)

BSID #

School Principal Name (Print)

School Phone #

School Principal Signature

Date

Questions about the information on this form should be directed to the AMDEC Office at AMDEC.Office@ed.amdsb.ca or by phone at (519) 482-5428 ext 400.