

## Eligibility Requirements for Public English Schools

### QUEBEC REGULATION RESPECTING REQUESTS TO RECEIVE INSTRUCTION IN ENGLISH

In order to qualify for English Instruction in Quebec Public Schools, students must meet certain eligibility criteria under the Charter of the French Language as set out by the Quebec government.

Admissions Office Hours are:            Monday to Friday 8:30am–4:00pm

Content:

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#### Registration of Elementary and Secondary Students:

All new registrations for Elementary and Secondary Students for a given school year will take place at the schools, usually during the last week of January or the first week of February. The applications for the certificate of eligibility will be done at the same time. If your case is a more complicated one, you may be asked to contact the Admissions Office.

After JUNE 1<sup>st</sup>, ALL APPLICATIONS (Elementary or Secondary) for Certificate of Eligibility must be done at the School Board.

For Kindergarten, the child must be 5 years of age on or before September 30th.

For Grade 1, the child must be 6 years of age on or before September 30th.

#### Certificate of Eligibility

*(Please take note that these are general guidelines – for more specific information, please contact us at 514-422-3022)*

#### Does the child already possess a "CERTIFICATE OF ELIGIBILITY"?

If yes,

- Bring the Certificate of Eligibility and original long form birth certificate showing parents' names directly to the school your child will be attending.

**Does the student have a parent who has his/her certificate of eligibility or a sibling who has already been declared eligible?**

If yes,

- Provide the parent or sibling's Certificate of Eligibility
- If the sibling's Certificate of Eligibility indicates that one parent differs from the parents on the child's Birth Certificate, please provide proof of Canadian Citizenship of the common parent to both children.
- Provide child's original Long Form Birth Certificate, showing parents' names.
- If using Parent's Certificate of Eligibility, please provide proof of that parent's Canadian citizenship. If using a sibling's eligibility, please provide proof of Canadian citizenship of parent who rendered sibling eligible. If uncertain, provide for both parents.
- Bring these documents (originals) directly to the school your child will be attending.

**Did one Parent receive the majority of English Elementary education in Quebec before August 1977?**

If yes,

- Provide child's original Long Form Birth Certificate and complete registration at school. You will then be directed to the Admissions Office of the School Board. Parent must provide us with the names of the schools and years attended. Proof of Canadian citizenship of that parent must be provided.

**Did one Parent receive the majority of English Elementary Schooling in Canada?**

If yes,

- Provide letter (on official school letter head) of proof of majority of primary education in English (100%) or percentage of English and percentage of French if applicable.
- Provide proof of Canadian Citizenship of parent who was educated in Canada.
- Provide child's Original Long Form Birth Certificate showing parents' names.

**Has the child received or is currently receiving the majority of English Elementary or Secondary school in English in Canada?**

If yes,

- Provide an original letter (on official school letter head) of majority of primary and/or secondary education in English or (in English and French) if applicable.
  - Provide proof of Canadian Citizenship of one parent.
  - Provide child's Original Long Form Birth Certificate showing parents' names.
- (Parents may be required to provide additional documentation, depending on the situation.)

**Does the child have a sibling who has received or is receiving the majority of English elementary or secondary school in Canada?**

If yes,

- Provide an original letter (on official school letter head) of majority of primary and/or secondary education in English or percentage in English and percentage in French if applicable.
- Provide proof of Canadian Citizenship of one parent.
- Provide child's Original Long Form Birth Certificate showing parents' names.

(Parents may be required to provide additional documentation, depending on the situation.)

**Did the student or a sibling attend an English Private School in Quebec?**

*(Law 115 (October 2010) may apply to your child. Please contact Admissions for more information.)*

**Are the parents residing in Quebec temporarily on a STUDY PERMIT or WORK AUTHORIZATION?**

If yes,

- Provide VALID Work or Study Authorization of parent.
- Provide child's Original Long Form Birth Certificate showing parents' names (must be in English or French or have an official translation) and Immigration papers for the whole family.

**Is the family here on Diplomatic status?**

If yes,

- Provide letter of Protocol of parent and letter of attestation for child/children from Protocol Quebec.
- Provide child's Long Version Birth Certificate showing parents' names (must be in English or French or have an official translation).

If the parents status in Canada changes from Temporary Stay to Permanent Resident the Temporary Stay Certificate of Eligibility cannot be renewed.

*(Because of the complexity of Temporary Stay renewals, please contact our Admissions Office)*

**FOR THE FOLLOWING CRITERIAS PLEASE CALL THE SCHOOL BOARD FOR DETAILS REGARDING THE REQUIREMENTS AND FOR ALL OTHER INFORMATION**

- Students having a Severe Learning Disability, Physical or Emotional.
- Student's having grandparents or aunts/uncles who have attended English elementary schools in Canada.
- Parents who are landed immigrants or Canadian Citizens living in another province in Canada and coming to Quebec on a temporary basis to work or study.
- Students or siblings coming from another province in Canada.

### **How to obtain a Long version Birth Certificate**

To register your child with the Lester B. Pearson School Board, an original long version birth certificate bearing the parents' names is required by the Ministry of Education, Leisure & Sports. You can obtain information regarding Quebec birth certificates by contacting "Le Directeur de l'état civil" at 2050 Bleury, 6th floor, Montreal, 514-864-3900 or 1-800-567-3900 from elsewhere in Quebec. <http://www.etatcivil.gouv.qc.ca/en/default.html>

For births outside of Quebec one must contact the Division of Vital Statistics where the child was born.

### **Contact information**

Please contact the Admissions Office at our direct line - 514-422-3022 for any additional information.