



ELEMENTARY & SECONDARY SCHOOL

REGISTRATION FORM

Building a Better Person, Society, Nation & World
Through the Word of God

ELEMENTARY & SECONDARY SCHOOL

REGISTRATION FORM

Registration for the upcoming school year ends may 31

Notice to Parent/Guardian

Thank you for your interest in a Christian education with Shiloh Christian Institute. Students who are interested in registering are required to provide information to the school by completing this Application Form. Ensure that you complete all sections and provide the school with all e documentation, as required. Incomplete Application Forms will not be processed. Once your completed Application Form has been reviewed, you will be notified if your Application has been accepted. An interview with the student and family may be part of this process.

Please note that Christian education is integral to our foundation at Shiloh Christian Institute of Ontario and students are required to participate in all devotions, prayer, after school functions and take a Bible Truths course each year. All students must conform to the Safe Schools and School Uniform Policies.

Notice of Collection of Personal Information

Information on this Application Form is collected under the authority of the Education Act and its regulations, in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information collected will be used to establish the Ontario Student Record (OSR) and used to provide education services and other student educational related purposes, such as registration, administration, communication, data reporting, safety and transportation. This Form will be retained by the registering school for the current year plus 1 year previous. The information may be retained independently of the OSR for Ministry of Education data reporting purposes. Questions or concerns about the collection of data on this form should be directed to the school principal.

STUDENT LAST NAME	STUDENT FIRST NAME	STUDENT DATE OF BIRTH (MM/DD/YYYY)
NAME OF CURRENT SCHOOL		STUDENT ONTARIO EDUCATION NUMBER (OEN)
I, parent/guardian, verify that the information provided on this Form is accurate. I understand that it is my responsibility to inform the school immediately of any change/s to the information on this Form. I understand that not doing so may result in the cancellation of my child's registration and/or pose possible liability and safety concerns for my child and the school. I acknowledge the requirements for submission of this Registration Application and hereby consent to the courses selected for/by my child.		
PARENT NAME (PLEASE PRINT)	PARENT/GUARDIAN SIGNATURE	RELATIONSHIP TO STUDENT
PARENT NAME (PLEASE PRINT)	PARENT/GUARDIAN SIGNATURE	RELATIONSHIP TO STUDENT
DATE	DATE	DATE

SCHOOL OFFICE USE ONLY

PRINCIPAL/ACADEMIC COORDINATOR SIGNATURE		
DATE	GRADE	ONTARIO EDUCATION NUMBER (OEN)

TO BE COMPLETED BY PARENT/GUARDIAN - PLEASE PRINT CLEARLY

STUDENT INFORMATION					
LEGAL LAST NAME			LEGAL FIRST NAME		
USUAL LAST NAME			PREFERRED FIRST NAME		
LEGAL MIDDLE NAME			GENDER MALE FEMALE		
DATE OF BIRTH	MONTH	DAY	YEAR	Does the student have a sibling attending Shiloh CI? YES NO	
SIBLING(S) ANOTHER SCHOOL	SURNAME	FIRST NAME		GRADE	
1.	1.	1.		1.	
2.	2.	2.		2.	
3.	3.	3.		3.	
4.	4.	4.		4.	

PROPERTY ADDRESS INFORMATION					
STREET ADDRESS		HOUSE#	STREET NAME	APT./UNIT#	BOX#
CITY			POSTAL CODE		
MUNICIPALITY			MAIN PHONE		UNLISTED YES NO
MAILING ADDRESS (Only if different from property address above)					
STREET ADDRESS		HOUSE#	STREET NAME	APT./UNIT#	BOX#
CITY		MUNICIPALITY		POSTAL CODE	
PROOF OF ADDRESS RECEIVED Please present at least two (2) pieces of personal identification or registered documents to confirm residency.					

SCHOOL HISTORY		
A copy of the student's last two (2) report cards and transcript showing all credits to date is required.		
PREVIOUS SCHOOL BOARD	PREVIOUS PROVINCE	PREVIOUS CITY
PREVIOUS SCHOOL ATTENDED	LAST DATE OF ATTENDANCE AT SCHOOL	PREVIOUS SCHOOL PHONE #
Student has been identified through the IPRC process as Exceptional Pupil under the category: _____		
Student has an IEP (Individual Education Plan)		
Has your child ever attended a PRIVATE SCHOOL in the past? YES NO If YES, provide the name of school and date attended: NAME: DATE:	Is your child currently under suspension from another school? YES NO Is your child currently expelled from another school? YES NO	

CITIZENSHIP INFORMATION		
Parent must provide valid, original documents to confirm official status in Canada.		
STUDENT BORN IN CANADA? YES NO	COUNTRY OF BIRTH	DATE OF ENTRY INTO CANADA (MM/DD/YYYY)
STUDENT BORN OUTSIDE OF CANADA? YES NO	PROVINCE OF BIRTH	DATE OF ENTRY INTO ONTARIO (MM/DD/YYYY)
	COUNTRY OF CITIZENSHIP	
RESIDENCE STATUS IN CANADA:		
CANADIAN CITIZEN <input type="checkbox"/>	CONVENTION REFUGEE/CLAIMANT <input type="checkbox"/>	WORK PERMIT <input type="checkbox"/>
PERMANENT RESIDENT <input type="checkbox"/>	TEMPORARY RESIDENT <input type="checkbox"/>	STUDENT VISA <input type="checkbox"/>
		VISITOR <input type="checkbox"/>
		OTHER: _____
INTERNATIONAL FEE-PAYING & EXCHANGE STUDENT? YES NO		
STUDY PERMIT EXPIRY DATE: _____		

TO BE COMPLETED BY PARENT/GUARDIAN - PLEASE PRINT CLEARLY

MEDICAL INFORMATION			
DOCTOR'S NAME	PHONE	DENTIST'S NAME	PHONE
Does the student have a Serious Medical Alert condition the school must be aware of: YES NO <i>(Protect the student's health privacy and limit information to only what's necessary for the medical safety of the student)</i>		If YES, Provide Details:	
Does the student have a condition that is LIFE THREATENING? YES NO If YES, additional forms must be completed		Does the student have a condition that could cause ANAPHYLACTIC SHOCK? YES NO If YES, additional forms must be completed	

LEGAL GUARDIAN: MOTHER		LEGAL GUARDIAN: FATHER	
LAST NAME		LAST NAME	
FIRST NAME		FIRST NAME	
MOTHER'S ADDRESS (MUST BE COMPLETED)		FATHER'S ADDRESS (MUST BE COMPLETED)	
STREET ADDRESS		APT./UNIT#	STREET ADDRESS
CITY		POSTAL CODE	CITY
HOME PHONE		UNLISTED YES NO	HOME PHONE
WORK PHONE		EXT.#	WORK PHONE
MOBILE PHONE		PAGER.#	MOBILE PHONE
EMAIL		EMAIL	
EMPLOYER	AVAILABLE AT WORK? YES NO	EMPLOYER	AVAILABLE AT WORK? YES NO
OCCUPATION		OCCUPATION	
FIRST LANGUAGE English <input type="checkbox"/> French <input type="checkbox"/> Other: _____		FIRST LANGUAGE English <input type="checkbox"/> French <input type="checkbox"/> Other: _____	
CORRESPONDENCE & STUDENT REPORTS TO BE SENT TO: BOTH parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Legal Guardian			

CUSTODY INFORMATION			
WHO HAS LEGAL CUSTODY? BOTH parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Legal Guardian _____			
CHILD LIVES WITH... BOTH parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Legal Guardian _____			
IS THERE A COURT ORDER LIMITING ACCESS TO ONE OR BOTH OF THE PARENTS? YES NO If YES, provide the school with the most recent COURT ORDER			

EMERGENCY CONTACT INFORMATION					
In an emergency, the parent is contacted first. If the school is unable to reach the parent, the following person(s) listed in priority order will be contacted. It is the parent's responsibility to ensure emergency contact information is correct and persons listed consent to being an emergency contact for the school.					
#1 CONTACT NAME		RELATIONSHIP	CAN PICK UP? YES NO	#2 CONTACT NAME	
HOME PHONE	WORK PHONE (EXT.#)	MOBILE PHONE	HOME PHONE	WORK PHONE (EXT.#)	MOBILE PHONE
#1 CONTACT NAME		RELATIONSHIP	CAN PICK UP? YES NO	#2 CONTACT NAME	
HOME PHONE	WORK PHONE (EXT.#)	MOBILE PHONE	HOME PHONE	WORK PHONE (EXT.#)	

ROUTINE USE AND/OR DISCLOSURE OF STUDENT PERSONAL INFORMATION

Shiloh Christian Institute is committed to the security and confidentiality of information under its control, and to the protection of privacy with respect to personal information that is collected, used, disclosed and retained in the school system. Should you have any questions or concerns regarding the collection, use or sharing of students' personal information, speak directly with the School Principal.

Under the Municipal Freedom of Information and Protection of Privacy Act, the school board may use, retain or disclose personal information in compliance with the governance standards and principles of privacy and records management for the purpose for which it was collected or a purpose which is consistent with the reason it was collected; for board employees who need access to the information in the performance of their job duties and according to the board's authorized function and operations; for compliance with legislation, for a court order or subpoena or in matters of law enforcement; and in compelling circumstances affecting health, safety or discipline (providing notice of disclosure to the individual).

Prior to releasing personal or confidential information for any other purpose, the school must obtain informed consent from the parent/guardian for children under 16 years of age, from the parent/guardian and the student where the student is 16 or 17 years of age, and from the student when the student is 18 years of age or older or is 16 or 17 years of age and has withdrawn from parental control, in accordance with both MFIPPA and the Education Act. The following **Routine Use and/or Disclosure of Student Personal Information** shall apply unless an objection is filed with the principal and an alternative resolution is found:

> **The Education Act** requires the school principal to maintain an Ontario Student Record (OSR) for each student attending school. The OSR is a record of a student's educational history and progress through school in Ontario and follows the student when they transfer from one school to another. The Ministry of Education, under the Education Act, sets the guidelines for how the OSR is to be managed. The school board adheres to the Ministry's regulations as well as its own OSR procedure. The school principal is responsible for the OSR, which is maintained and secured in both an electronic and hard copy format.

> **The student's OSR** will be used by school and other staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include early childhood education, special education, guidance counselling, student success, librarians etc. Student information, including learning profiles and achievement levels, is shared in order to design and deliver programming to meet the needs of all students in our schools as they progress through grade levels.

> **As part of our commitment to 21st century learning**, students will be using Ministry approved tools in the classroom such as: Google Apps for Education (GAPE), Desire2Learn (D2L), and Microsoft 365. Students may also use social media tools such as Wikis, blogs, podcasts, video conferencing, YouTube, Facebook, Twitter and other sites or tools deemed appropriate by the classroom teacher. Use of the internet and social media sites shall be in accordance with school board procedures and in keeping with expectations of digital citizenship and safe use of technology.

> **Secondary schools will receive information** about pre-registered Grade 8 students in advance of the student attending the secondary school to facilitate the appropriate educational program planning for the student. Important information used for the transition process is shared for the purpose of a successful transition to high school. Secondary schools may share information about student progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

> **Secondary schools will provide information** of potential graduates (i.e. contact information, marks and transcripts) through a secure site for the student's post-secondary applications to Ontario Colleges and Universities.

> **Student information** (including name, contact information, date of birth, gender, grade level, country of birth) and parent information will be shared with the Health Unit according to the Immunization of School Pupils Act.

> **Important medical/health information** may be collected for the purpose of developing a medical emergency plan for the student or for purpose of administering medication to the student and will be shared with appropriate staff to ensure the safety of the student.

> **School activities** may be reported in school newsletters, websites and/or social media. Identifying photos and videos only may be included with consent. Students participating in extra-curricular activities or events where the public is invited or attends (i.e. field trips, school concerts, school teams) may be photographed and/or reported by the media or the general public and may result in photos or recordings being posted on social media. If photography or video recording is permitted at such events, it is generally not possible for the school or board to control the use of such recordings. It is important that when taking pictures, individuals are respectful of the privacy rights of anyone captured in their recording and to only post photos of others with consent of the individual and/or the parent/guardian.

> **Student work** may be displayed in the classroom or in school hallways, or may be shared with the public through school events such as science fairs, bulletin board displays, writing/colouring/poster contests, community events, fairs, and similar events/locations outside of the school setting. The first name and last initial of the student may be printed on work displayed in the classroom; student names will be posted on the back of their work when posted in public areas.

> **The Media** (i.e. newspaper, television and radio) may be invited to attend events for the purpose of reporting on newsworthy activities such as graduations, student achievements or awards. Media reports may include only non-identifying photos of groups of students. Individual students will only be interviewed or otherwise identified with consent.

> **Photographs and videos** of students, collectively or individually, may be taken by their classroom teacher in school or during school activities as part of their educational program or assessment of learning. Photos and videos may not be shared with others outside of the classroom unless appropriate consent is obtained.

> **School Photographers** will be provided with student information such as name, student number, and grade for the purpose of providing the student with a student identification card. Individual and class photos otherwise will be used for administrative (ie. OSR) and archival purposes and will be offered to parents for purchase.

> **Contact Lists** of phone numbers and/or parent email addresses are used for safety and emergency purposes to facilitate contact with parents during an emergency (ie. inclement weather or injury); for safe arrival purposes to contact parents where a student is absent and the school has not received notice of the absence; for purposes of communications between classroom teachers regarding academics and behaviour, and program resource teachers and support staff regarding student progress; and to arrange school based meetings and for purposes of distributing school newsletters and notices to parents. Contact/class lists otherwise are not shared without consent.

> **Email addresses** of parents may be used for communication between school, home and student.

> **Student accidents** that take place during school or on school-sponsored activities will be reported to the school's insurer. Information shared with the Insurance Company includes the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.

> **In case of a medical emergency**, student information may be shared with medical responders or the hospital. Information may be used in matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act.

> **Surveillance** equipment may be used in schools to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, well being or safety of school community members.

STATEMENT OF COMMITMENTS & UNDERSTANDING

1. CHRISTIAN EDUCATION: I/we understand that this school is a Christian school community, and as such, I/we agree with the expectations that all students must attend and participate fully in all school activities (i.e., devotions, prayer), faith celebrations, and the completion of the Christian Education program consisting of Bible Truth courses (one per year) based on the Christian faith in accordance with the Education Act (S. 52) which states this religious school "may establish and maintain programs and courses of study in Religious Education for pupils in all schools under its jurisdiction."

2. CODE OF BEHAVIOUR: I/we agree to abide by the student CODE OF BEHAVIOUR for students in Ontario, as stated in the student handbook, and accept these standards as a condition for continued attendance in Shiloh Christian Institute.

3. SCHOOL UNIFORM: I/we understand that all students must comply fully with the uniform policy or dress code, and are aware that students will not be allowed entry into class, examinations, or participation in other school-related activities when deemed to be out of uniform.

4. PARENT CONTACT: I/we also authorize the school to leave personalized telephone messages or e-mail messages (where applicable), which relate to our child's schooling issues in accordance with the Freedom of Information and Protection of Privacy Act.

5. SAFE SCHOOLS ACT & STUDENT PHOTOS: I/we am aware that my child's picture will be taken for school records in accordance with the Safe Schools Act. I/we understand that photos of students are occasionally taken by the school to celebrate student achievements and activities. Photos may be published in the school newsletter, yearbook, public displays or temporarily posted on the school or board website. I/we understand that if I do not want my child's photo published that I must contact the School Principal.

6. APPROPRIATE USE OF PED'S & OF ONLINE SOCIAL NETWORKING: I/we understand that electronic devices, such as cell phones, Ipods, MP3 players etc., is strictly prohibited on school premises except under limited conditions as authorized by the Principal and are not to be seen or heard while on school property or while participating in school related activities. I/we also understand that such items will be confiscated if any student is found to be in possession of an electronic device during the school day, or while participating in a school based activity.

7. SCHOOL ACTIVITIES: I/we am aware that throughout the school year, my child may participate in a variety of school related activities and/or trips as communicated in the school newsletter and/or website. These activities may occur off school property and may include bus transportation.

PARENT/GUARDIAN SIGNATURE	DATE	STUDENT SIGNATURE	DATE



PRIMARY, ELEMENTARY & SECONDARY SCHOOL

TUITION AGREEMENT CONTRACT

Building a Better Person, Society, Nation & World
Through the Word of God

PRIMARY, ELEMENTARY & SECONDARY SCHOOL TUITION AGREEMENT CONTRACT

This agreement is between Shiloh Christian Institute and

Parent/Guardian Name (Please Print)

Payments should be made by: EMAIL TRANSFER to emchugh672@gmail.com

Please enroll the following student in Shiloh Christian Institute for the _____ school year subject to the obligations, conditions, and financial terms contained in this agreement.

Student's Name: _____

****PAYMENT ARRANGEMENT****

Amounts due at the time of registration: \$1215.00

DESCRIPTION	AMOUNT	TOTAL
Application Fee: <i>(Processing of Application)</i>	\$615.00	\$1215.00
Re-Registration Fee: <i>(Refundable with 60 days written notice)</i>	\$200.00	
Subsidized Textbook Fee:	\$400.00	
ADDITIONAL PROGRAM COSTS (Recurring Annual Fee) – all students		\$720.00
Activities/Field Trips:	\$150.00	
Art Supplies	\$110.00	
Physical Education/Gym Fee	\$460.00	
NEW PARENT START UP AMOUNT:	\$1935.00	
Annual Tuition Fee for School Year:	\$	
Monthly Installments:	\$	
GRAND TOTAL		

PAYMENT SCHEDULE AGREEMENT [CHOOSE 1 OF THE OPTION]

Tuition balance paid in equal installments, payable by Direct Deposit/Email transfer, over a ten (10) month period beginning September through June. **There is a \$50 late fee for all fees (i.e., tuition and any other related school fees) received after the 1st of the month.**

Tuition balance paid in equal installments, payable by Direct Deposit/Email transfer, over a twelve (12) month period beginning August through July. **There is a \$50 late fee for all fees (i.e., tuition and any other related school fees) received after the 1st of the month.***Please note that no student will be allowed to begin school on opening day whose agreement has not been fully processed.

Cancellation Deadline:

Enrollment may be cancelled without financial penalty (except forfeiture of Application Fees of \$615) _____ [initial]. If written notice is received by the School prior to September 1st. The School reserves the right to cancel this acceptance if the school has not received a signed Registration/Enrollment Contract, signed Tuition Agreement and the applicable tuition deposit.

Terms and Conditions of Enrollment:

The undersigned Parent/Guardian recognizes that this enrollment contract is for the entire School year and agrees that the School may withdraw or dismiss the student if the school concludes that the student's attitude, influence, progress, or behavior does not serve the best interests of the School. This is under the School's sole discretion. The undersigned Parent/Guardian also understands that a positive and constructive working relationship between the School and student's parents/guardian is essential to the fulfillment of the School's mission, and agree that the School may terminate enrollment or decline to re-enroll a student if the School concludes that the student's parents have engaged in conduct which is detrimental to the school or who do not abide by School policies. In the event the School expels a student, no part of the year's tuition will be refundable, and all payments due up to the date of expulsion, plus any remaining tuition balance, are considered due. _____ [initial]

Successful completion of the current academic year and recommendation of the School is required for enrollment of currently enrolled students, even after this contract is returned to the school. The school shall be the sole arbiter of whether a student has successfully completed the school year and such determination may include non-academic considerations.

Shiloh Christian Institute reserves the right to increase tuition fees as deemed necessary.

Withdrawal Policies:

Teacher employment and other significant commitments are made by the School based upon enrollment. Therefore, if a student is withdrawn from the School, tuition and fees for the entire school year will be due and must be paid, except in the following circumstances: _____ [initial]

- a) The family moves outside the Greater Toronto Area
- b) The student experiences extended serious illness.
- c) The student is withdrawn from the School at the School's request for disciplinary or non-disciplinary considerations.

In each of the above circumstances, the School will waive or rebate a pro-rata portion of the remaining year's tuition calculated on a monthly basis, effective on the first day of the calendar month following date of withdrawal. The term "extended, serious illness" refers to such illness that requires a student to be absent from School for at least 30 days. In the event of a withdrawal because a family is moving outside the Greater Toronto area, **WRITTEN NOTICE MUST BE GIVEN TO THE SCHOOL AT LEAST sixty (60) DAYS PRIOR TO SUCH WITHDRAWAL.** If such notice is not given in the required format then the fee for that month must be paid; also the last month and cautionary deposit will not be refunded.

Parents who wish to withdraw their child/children at the end of the school year are required to give sixty (60) days written notice. If the School doesn't receive written notice within sixty (60) days, the last month last month's tuition (if paid at time of Registration) and cautionary deposit will not be refunded and therefore, must be paid. _____ [initial]

Please know that financial hardship does not relieve one's obligation to fulfill the terms of this contract; however, should a family experience a substantial change of circumstances, the School recommends that you petition the School Office for accommodation or change of Tuition Payment Option.

TO BE COMPLETED BY PARENT/GUARDIAN - PLEASE PRINT CLEARLY

Additional Charges:

The undersigned parents/guardian agree to pay additional charges for after school activity fees, late pick up fee, lost/damaged textbooks, and insufficient funds fee. _____ [initial]

A **late payment fee of \$50.00** will be charged for fees not paid on time. If the tuition fee remains unpaid two (2) days after the due date, your child/children could be denied admission to Shiloh until all fees are paid (including applicable late charges). _____ [initial]

An **administration fee of \$70.00** will be applied to your account for any cheque returned by the bank because of Non Sufficient Funds (NSF), Stop Payments, or any other reason. (This \$70 covers the \$50 late charge and the returned cheque of \$20). If two (2) returned cheques are received within the school year, Shiloh will no longer accept your post-dated payments. Other methods of payment that will be acceptable are Cash, Bank Draft, or Certified Cheque. _____ [initial]

Adjustments:

The School reserves the right to make adjustments to the school calendar to complete an academic year, as necessary, either by cancelling or adding school days due to factors deemed in the best interest of the school, or to forces beyond it's control. Such forces beyond the school's control include, but are not limited to, closures due to pandemic virus in the school or community, destruction of facilities due to fire or flood, weather or other factors, other threats to the safety of students, national emergencies, and other issues that cause the school's administration and/or School Board to decide that a temporary closure is in the best interests of the school and/or it's students. Adjustments to the school calendar may require students to make up missed days on planned breaks from school or by extending the school year into the summer months.

Unconditional Obligation:

The undersigned parents/guardian acknowledge that unless enrollment is cancelled in writing prior to the cancellation deadlines stated in this contract, and if there are no withdrawal conditions as outlined above, the undersigned parents/guardian assume full legal and financial responsibility to pay tuition for the full academic year. Each of the undersigned further agrees and understands that no refund or remission of tuition shall be made by the School for any reason whether due to absence, dismissal, school closure due to inclement weather or pandemic flu outbreak, or withdrawal for disciplinary, academic, or personal reasons. Upon the chance of dismissal or withdrawal, any remaining balance on the student's account becomes due and payable. When accounts are past due by thirty (30) days, the School will begin collection proceedings and will deliver written notice to the undersigned that the accounts are past due and must be paid. Such communication will include a deadline for the outstanding balance to be satisfied. If a past due account is not satisfied following the deadline stated in the written notice, then the School will cease all educational services, will deny admission to classes, and will withhold grades/transcripts/graduation privileges until all outstanding accounts have been paid in full. The School may withhold offering enrollment contracts or may rescind an enrollment contract for the next academic year to families with overdue accounts. In addition, the undersigned agrees to pay, to the extent permitted by law, the School's expenses of enforcement and collection of tuition and any additional charges incurred by the family or the School including, without limitation, all fees and costs associated with the collection. Each undersigned Parent/Guardian of the student listed above has read and accepts the foregoing provisions and requirements.

Dated In the City/town of _____ this _____ day of _____ 20_____

Name of Mother/Guardian(Please Print)	Signature of Mother/Guardian	Date(dd/mm/yyyy)

Name of Father/Guardian(Please Print)	Signature of Father/Guardian	Date(dd/mm/yyyy)

**FOR OFFICE USE ONLY		
NAME OF SCHOOL OFFICIAL(PLEASE PRINT)	SIGNATURE OF SCHOOL OFFICIAL	DATE(dd/mm/yyyy)