



Professional Development Seminars

5353 Lakeshore Rd., Unit #36, Burlington, ON L7L 1C8
(905) 333-5444

INSTRUCTIONS:

In order to request PDS electronic filing of your NOI via OnSIS complete the form below and email it to dmoore@professionaldevelopmentseminars.ca.

On receipt of the required documentation and payment, PDS will file your NOI with the Ministry via OnSIS. You will receive a confirmation email on completion of filing.

To: Professional Development Seminars, 5353 Lakeshore Rd., Unit 36, Burlington, ON L7L 1C8

I hereby grant PDS the authority to file the school's 2011-12 Notice of Intent (NOI) electronically via OnSIS, as requested in the July 11, 2011 memo from the Ministry of Education, using the information I have provided in the attached document.

Name of School:

Name of Principal:

Signature of Principal:

Date:

Fees: \$100 + HST by July 31 (\$113.00)

\$150 + HST after Aug 15 (\$169.50)

Method of Payment: Interac Money Transfer - registration@professionaldevelopmentseminars.ca

Instructions for Interac Money Transfer payment:

- Go to your bank's website and find a service titled: **Interac Email Money Transfer**. Follow the prompts. The email address for the transfer is: registration@professionaldevelopmentseminars.ca
- Set up an access code (a password for the EMT) and email this code to registration@professionaldevelopmentseminars.ca so we can retrieve the funds.
- You will receive an email upon successful retrieval of the funds.

If you have any difficulty completing an EMT with these steps, please contact us at (905) 333-5444.



Notice Of Intention To Operate A Private School (NOI) School Year 2011-2012

Under the Education Act, Section 16 (R.S.O. 1990, c.E.2)

Information from this form and in any correspondence related to the private school, including school location, credit-granting authority and ownership will be used by the Ministry of Education ("the Ministry") to register the school as a private school and will become part of the Ministry database for statistical purposes and for enforcement of the provisions of the Education Act, R.S.O. 1990, c. E. 2, as amended.

Personal information from this form and in any correspondence related to it is being collected by the Ministry under the authority of section 16 of the Education Act, and will be used by the Ministry for enforcement of the provisions of the Education Act in the event the school is closed or cannot otherwise be contacted.

Under s. 16(9) of the Education Act, it is an offence to knowingly provide false information on this form and any correspondence related to the private school.

Any changes to the information on this form and correspondence related to the private school are to be communicated to the Private Schools and Attendance Unit of the Ministry of Education within 30 days of the change.

It is the obligation of the school operator to ensure compliance with any applicable privacy legislation, including the Personal Information Protection and Electronic Documents Act.

Submit this Notice of Intention to: Ministry of Education, Field Services Branch Private Schools and Attendance Unit 900 Bay Street, 12th Floor, Mowat Block Toronto ON M7A 1L2

Language Preferred

English French

(ce formulaire est aussi disponible en français)

DEADLINE FOR SUBMISSION September 1, 2011

This is a new school: Yes No Date opening: yyyy mm dd

If the school is closing as of September 1, 2011, please specify Close Date: yyyy mm dd Private schools that close are required to inform the Private Schools and Attendance Unit.

School Information:

BSID

Name under which the school operates

School operating address Street number Street name Unit City/Town Municipality Postal code

School telephone no. Ext. School fax no. School e-mail address School web site address

If the school's mailing address is different from the school address, complete this section:

Address: Street number Street name Unit City/Town Municipality Postal code

Name of Principal(s) (please print) Note that only one elementary principal and only one secondary principal may be listed

Elementary Principal Last name First name Middle Initial (check one) Mr. Ms.

E-mail address Telephone no. Ext.

Secondary Principal Last name First name Middle Initial (check one) Mr. Ms.

E-mail address Telephone no. Ext.

Name of School Owner New Ownership

E-mail address Telephone no. Ext. Fax no.

Address Street number Street name Unit City/Town Municipality Postal code

The Ontario Business/Corporate Name and Business Identification/Corporation Number refer to the institution's registration with the Ministry of Government Services.

Ontario Business/Corporate Name of school owner:

Ontario Business Identification Number/Ontario Corporation Number of school owner:

School Details:

Will the school be offering credits towards the Ontario Secondary School Diploma during the above Academic Year? Yes No

Inspection If the school wishes to offer credits towards the Ontario Secondary School Diploma then, pursuant to section 16(7) of the Education Act, the school must request inspection from the Ministry of Education. This request is required each time the NOI is submitted regardless of when last inspection would have occurred. Inspection requested: Yes No

The principal will be given authority to grant credits upon completion of an inspection satisfactory to the Minister. Under section 16(7) of the Education Act, a fee will be imposed for inspection. Inspection fee for 2011-2012 school year is \$1,650 commencing September 1, 2011.

Does the school plan to offer credits in Ontario in the summer of the above Academic Year? Summer only Summer credit courses offered Not applicable

New Schools Offering Credits:

Credits will be offered starting: July 2011 September 2011 February 2012 July 2012

Hours of Instruction:

Indicate all days of operation and all hours of instruction during the week (eg. Mon. 9:00 – 16:00):

DAY	START TIME (eg: 09:00)	END TIME (eg: 16:00)	NOT APPLICABLE
Monday			<input type="checkbox"/>
Tuesday			<input type="checkbox"/>
Wednesday			<input type="checkbox"/>
Thursday			<input type="checkbox"/>
Friday			<input type="checkbox"/>
Saturday			<input type="checkbox"/>
Sunday			<input type="checkbox"/>

Under section 16(5) of the *Education Act*, the principal of a private school shall provide statistical information to the Ministry. Failure to do so may result in a fine upon conviction. If the school was registered with the Ministry in 2009-10, were the Private School 2009/10 OnSIS Reports submitted to the Ministry? Yes No

Projected Enrolment 2011-2012:

Below the age of 3 years 8 months as of September 1, 2011: _____

JK/SK: _____

Grades 1-8: _____

Grades 9-12: _____

Is this site also licensed as a childcare centre under the *Day Nurseries Act*? Yes No**Affiliations:** No Affiliation*(Check the appropriate box(es))* Amish Christian Greek Orthodox Jewish Roman Catholic Sikh Armenian Farsi (Persian) Islamic Mennonite Seventh Day Adventist Other (specify) _____**School Type: (Check the boxes that apply to your school)** Academic, broad-based curriculum Montessori First Nations Provides residential component for boys and girls International Special Education/Needs Internet-based only Learning Centre Internet-based credit courses offered Vocational/Technical Military Other (specify) _____ Enrolment is for girls only Enrolment is for boys only Provides residential component for girls only Provides residential component for boys only**Association Membership:** No Association*(Check the appropriate box(es))* Association of Christian Schools International Ontario Accelerated Christian Education Association Ontario Alliance of Christian Schools Canadian Council of Montessori Administrators League of Canadian Reformed School Societies Ontario Federation of Independent Schools Conference of Independent Schools Learning Centres Rehoboth Christian School Society Other (specify) _____**Language:** English French Both*French as a language of instruction means that the school is offering subjects using the français curriculum guidelines.***School Grade Range Type:**

i.e. Grade 1-12

School Level Type: Elementary Secondary Both**School Semester Indicator Type:** Semestered Non-Semestered Full Year Not Applicable**Ontario Student Record (OSR):**

Should the school decide to use the Ontario Student Record (note this is compulsory for inspected private schools), the school agrees to:

- Abide by the requirements of the OSR Guideline;
- Not withhold transfer of the OSR to another school upon request for any reason;
- Forward OSRs to the Ministry of Education if the school closes.

Contact the Private Schools and Attendance Unit for further information.

Definition of a Private School:

The *Education Act* defines a private school as an institution at which instruction is provided at any time between the hours of 9:00 a.m. and 4:00 p.m. on any school day for five or more pupils who are of or over compulsory school age in any of the subjects of the elementary or secondary courses of study and that is not a school as defined in the *Education Act*.

The Ministry of Education's policy requires that a private school **must** have at a minimum the following characteristics:

- Control of content of the program or courses of study
- Control of quality of instruction and evaluation of student achievement
- A principal in charge of the school
- A common school-wide assessment and evaluation policy for school staff
- A common procedure for reporting to parents
- A common school-wide attendance policy
- A central office for the maintenance of student records.

I hereby certify to the best of my knowledge and belief that the information on this form is correct. I understand that under section 16(9) of the *Education Act*, every person who knowingly makes a false statement in a Notice of Intention to Operate a Private School is guilty of an offence and on conviction is liable to a fine as prescribed. I agree to comply with the obligations of a private school as specified in legislation and regulation. I have read the terms and conditions of this form and I agree to comply with them. I have the authority to bind the school.

Name (please print)

Position

ORIGINAL Signature required

Date

X