



SECONDARY SCHOOL APPLICATION PROCESS

PARENT GUIDE- ENROLLMENT SEPTEMBER 2027

SEPTEMBER 25, 2026



Toronto Catholic District School Board
Student Online Admission and Registration System
Parent Guide

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Reminder Note: All screen captures in this booklet are for reference only.

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Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Welcome

Thank you for choosing the Toronto Catholic District School Board (TCDSB). The **Student Online Admission and Registration (SOAR) System** was developed to make it easy for current and prospective students to apply for specialty and regular programs offered in our secondary schools. The SOAR system enables our secondary schools to process your applications efficiently, utilizing email to communicate offers into our specialty and regular programs, sending reminders by email, and sending notification of placement or redirection.

Please use secsoar.tcdsb.org to access the secondary school online application.

Tips for completing your application.

1. Be Prepared

Make sure you have read the admissions requirements and deadlines. Be aware of application and document submission deadlines – priority will be given to applications submitted by deadlines.

2. Keep track of your Login ID and password!

At the beginning of the application, you will be asked to create an account. Please provide a reliable email address; SOAR utilizes email to communicate with the potential applicant. **Note:** all communication relating to your application will be sent by email.

If your child is currently attending an elementary school within the Toronto Catholic District School Board, we pre-built your child's application with the information on file. Please ensure your child's elementary school has your correct email address, and your email is listed as Priority 1 on the student information file. You will use this email address to login into SOAR and connect to your child's application. **For those applying from private schools or other boards**, you are required to complete the full form and upload any required documents.

By keeping a record of your username and password, you can log in and out of your child's application as many times as you need to before you submit it. Before the initial deadline date application period, you may modify and resubmit. For instructions on how to unlock and resubmit your application, see page 36.



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3. Experiencing Problems

Parents/guardians who experience technical issues with the application may click on the **Report Problem** link located at the top right of each screen to request assistance or contact their child's current elementary school for assistance (TCDSB students only). Please reference the file number located in the upper left-hand corner when reporting a problem.

4. Incorrect Student Information

For students currently attending a TCDSB elementary school, SOAR extracts information from your child's student information file. Please report corrections to the school secretary at the elementary school your child attends. Once corrected, the changes will reflect correctly on your child's application, which typically occur within 24 hours.

5. Specialty Program Choices

- a) Secondary schools that offer specialty programs process their applications first. Some programs require your child to write an assessment or participate in an audition. The TCDSB emails offers of acceptance for Wave 1 and Wave 2 (please check calendar of important dates found on page 6. Parents/guardians have five days to respond to the offer. When accepting an offer, the TCDSB places your child in the specialty program and withdraws the applicant from all other program requests including Regular Program.
- b) All specialty programs require completion of a Principal Reference form. For TCDSB students, SOAR automatically sends the reference request to the principal of the elementary school your child attends.
- c) The evaluation committees may require a copy of the grade 7 report cards (Term 1 and 2). Parents/guardians of students new to TCDSB must upload these documents.

6. Cardinal Carter Academy for the Arts

When applying to grade 7 and grade 8, the applicant must meet the Catholicity requirements of the Elementary School Admissions Policy.

7. Regular Program (including French Immersion, Extended French, Virtual and Multiple Exceptionalities/Developmentally Delayed (ME/DD) Intensive Support Program (ISP) School Selection– **"Home School" Information** ([see page 16 for further information](#))

Parent/guardians of elementary students attending a TCDSB school outside of their community school boundary but wish to use their community school based on residential address for consideration of placement to their community secondary school, must select the elementary "home" school when completing the application; only in cases where the student wishes to attend their community secondary school.



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Applicants from Other Boards and Private Schools

Use SOAR to complete an online application and upload any required documents.

Non-Metro Catholic students may apply on a **Priority 4** waiting list basis – include a copy of your Catholic Baptismal Certificate with the application and Proof of Residential Address document (when not submitting the Baptismal Certificate with the application, the TCDSB places the applicant on the Priority 6 waiting list).

Non-Metro Non-Catholic students may apply on a **Priority 6** waiting list basis. Proof of residential address documents must also be submitted.

If you own property in Toronto, but tenants reside at this property, you may not use this address as a claim of Toronto residency. You must apply based on the current address in which you live.

- Board Policy for non-Metro students' states: if possible, parents should direct education tax support to their home Catholic Board. Non-Metro residents will be accepted if there is space in the school requested.

Every effort will be made to place the applicant in the secondary school of choice; however, there is no guarantee of placement. If space is available, the TCDSB will contact the applicant via email notification from the secondary school.

Applicants from other boards/private schools should also apply to a secondary school within their home board if placement with the TCDSB is not possible.

If you are presently attending another secondary school outside the TCDSB, you are advised to remain registered in that school until/unless accepted at your new school of choice or an alternate.

Due to oversubscription in many Catholic secondary schools, your application may remain on a school's waiting list beyond the first day of school. If you do not have a placement by the beginning of September, you may contact the Admissions Department at (416) 397-6900 for other placement options. The TCDSB deletes all waiting lists at the end of September.



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Important Dates

<i>Title</i>	<i>Description</i>	<i>Date</i>
<i>Update Contact Information</i>	If your child is currently attending a TCDSB elementary school, please ensure your child's school has your correct contact information, including an email address.	September 2026
<i>Secondary School Open House</i>	Learn more about the secondary schools your child plans to attend by attending an open house.	September 2026 - October 2026
<i>Registration</i>	Use SOAR to complete an online application to attend a TCDSB secondary school for the 2027/2028 school year. Specialty program applications will close and are no longer available after October 30, 2026.	September 25 (after 5 PM) – October 30, 2026 (11:59 PM)
<i>Cardinal Carter Academy for the Arts Applications for Arts Due</i>	Please ensure the school receives your application package when applying to Cardinal Carter Academy.	October 30, 2026
<i>Waiting List</i>	The TCDSB wait-lists all regular program applications submitted after October 30, 2026.	November 2026 – June 2027
<i>Applications for Arts Programs Due</i>	Please ensure the school receives your application package when applying to an art specialty program.	October 30, 2026
<i>Specialty Program Offer</i>	WAVE 1 - Specialty program offers of admission emailed.	November 27, 2026 (After 5PM)
<i>Specialty Program Offer Acceptance</i>	Applicants accept/decline offer of admission.	November 27 – December 1, 2026 (11:59 PM)
<i>Specialty Program Offer (Second Round)</i>	WAVE 2 - Specialty program offers of admission emailed.	December 4, 2026 (After 5PM)
<i>Specialty Program Offer Acceptance</i>	Applicants accept/decline offer of admission.	December 4 - 8, 2026 (11:59 PM)
<i>Regular Program Placement Notification</i>	WAVE 3 - Regular program confirmation of placement and redirection notices emailed.	January 15, 2027 (After 5PM)
<i>Redirection Responses Due</i>	Applicant Redirection Responses due electronically.	January 19, 2027 (11:59 PM)



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SOAR Login

Create an Account

When you create a SOAR Account, we ask for some personal information. By providing accurate information, you can help keep your account secure and make your experience with our registration application more useful.

Before You Begin:



If your child is currently attending an elementary school at the Toronto Catholic District School Board, we pre-built your child's application to simplify your application experience. SOAR communicates to you using email. **Please ensure your child's elementary school has your current email address.** You will use this email address to register into SOAR and connect to your child's application.

Step 1 of 3

Click on the Create your SOAR Account button.

New to TCDSB Secondary School Online Application for Registration?

Create your SOAR account

Parent/Guardian of TCDSB Student, you must use an email account that is on file with your elementary school to access your child application



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Step 2 of 3

- Type your name.
- Type a phone number we can reach you.
- Enter a valid email address.
- Re-type your email address.
- Type your desired password.
- Re-type your password.
- Press Create your account button.

Create account

*First Name	*Last Name
Title	*Phone Number
*Email	*Email Again
*Password	*Password again
At least 6 characters	

Passwords must consist of at least 6 characters.

Create your account

- Students currently attending a TCDSB School – SOAR could Not Locate Parent Email.

Warning - Please Review

Email address is not on file. Does your child attend a TCDSB elementary school?

- *Click Yes, if your child is currently attending a TCDSB elementary school.*

Please Note!

To locate your pre-built application, we require your email address to match your contact information on the student information system.

1. Please review the email address you entered.
2. If your email address is correct, before proceeding with your application please contact your elementary school to have your contact information updated.

Please contact your Child's Elementary School
The school does not have email: [redacted] on file in the Student Information System. Before proceeding with your application please provide your email address to your child's elementary school.

Please contact your child's elementary school to provide your email address before proceeding with this application.



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Password Advice

1. Make your password long.
2. Make your password a nonsense phrase.
3. Include numbers, symbols, and upper-case and lower-case characters.
4. Avoid using obvious personal information.
5. Do not reuse passwords.
6. Keep your passwords private.
7. Please record/write down your password for future reference if needed.

Please active your account.

An email has been sent to your email address. Please activate your account through the link. Please check your spam or junk mailbox, the email may be considered as spam occasionally.

Step 3 of 3:

You will receive an email to activate your account. Please follow the instructions within the email to activate your account. You will need to click on the word "[here](#)" to activate your account.

Important Note

If you do not receive the activation message within a few minutes of registering, please check your Junk E-mail folder just in case the activation email was delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Account Activation Email



Toronto Catholic District School Board

Dear <Parent Name>:

Thank you for visiting the TCDSB Secondary Student Online Application for Registration site and creating an account. Please click [here](#) to activate your account and proceed with your registration using your login and password.

Your username: <email address>

Please keep this email for future reference.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.



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→ Click on the Return to Login link.

Account Activated.

[Return to login](#)

Logging into SOAR

→ Type your email address.

→ Type your password.

→ Press the Sign-in button.

Sign in

E-mail address

Password

[Forgot Password](#)

Sign in

Experiencing Problems Logging in?

1. Have you created an account?
2. Have you activated your account?
3. Did you forget your password?

→ Click on Forgot Password Link

Forgot Password?

→ Type your email address.

→ Type the code shown.

→ Press the Continue Button

→ An email will be sent containing your new password.

→ See a sample of the email on the next page.

Password assistance

Enter the email address associated with your Secondary SOAR account

E-mail address

smith.a@gmail.com

Type the code shown below

JTWHYB

JTWHYB

Continue



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→ Click on the Continue button
to return to the login page.

Your password has been reset. An email has been sent to you with your new password. If you cannot locate the email, please check your junk or spam mailbox.

Continue

Sample Password Reset Email

If you do not receive the password reset message within a few minutes of requesting a new password, please check your Junk E-mail folder just in case the email was delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Password Reset Email



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Hello :

Thank you for visiting the TCDSB Student Online Application for Registration site, this email confirms your password has been reset.

Your Username: <email address>

Your New Password: <new password>

Please keep this email for future reference.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Application Form Functions



FUNCTION	DESCRIPTION
UPDATE PROFILE	Change your password and contact information.
REPORT PROBLEM	Report any technical issues or ask a question. Please allow 48 hours for a board representative to respond.
REVIEW EXISTING/REGISTER NEW	Modify an existing application. Creating a New Student Application.
LOG OFF	Sign off the SOAR Application.



Print a copy of the application form.

Report Problem

Report a problem or ask a question. Please allow 48 hours for a board representative to respond.



Navigate to the previous or next page of your application.



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Submitting an Application

Students Currently Attending a TCDSB Elementary School

Your child's application was pre-built using the information on the student information file for students attending a TCDSB elementary school. To access and begin completing your child's pre-built form, click on the application file number.

Student Listing

Welcome Name of Student! Please select a file number to continue your child's registration or click the link to begin a new registration. [Close](#)

File #	Legal Name	School	Program	Status	Unlock	Last Update Date	Last Section	
S27196036	Student, Name Of					Sep 14 2026 9:50PM	School	X

[Create New Student Application](#)[Report Problem](#)[Parent Guide](#)



When completing an application for a student currently attending a Toronto Catholic Elementary School, please access and complete the pre-built application. Click on the file #, do not create a new application.

Complete Student Information Page



For students currently attending a TCDSB school, SOAR extracts information from your child's student information file. **You cannot change the Student Information page on the SOAR application;** please report corrections to the school secretary at the elementary school your child attends. Once corrected, the changes will reflect correctly on your child's application typically occur within 24 hours.

→ Enter the legal surname, first and middle name based upon your child's birth certificate or another official document.

Student Information			
Legal Name	*Surname	*First	Middle
Preferred First Name			
*Gender	☒ Male ☐ Female ☐ Not Disclosed ☐ Self Identified		
*Birth Date	2013-09-01 YYYY-MM-DD		
	Age : 13 years 0 months		

→ Complete all other requirements on on this page.

→ Please complete the section on Arrival to Canada for students born outside of Canada.

*Identify the country Name Of Student was born in?	
Choose country:	Canada

→ Enter the street number and a few characters of street name. From the list, please click on your address.

*Address	Enter Name Of Student's address.
80 sheppa	
80 SHEPPARD AVE E, NORTH YORK, ON M2N6E8 80 SHEPPARD AVE W, NORTH YORK, ON M2N1M2 Unit 1M 80 SHEPPARD AVE W, NORTH YORK, ON M2N1M2 Unit 200 - 206 80 SHEPPARD AVE W, NORTH YORK, ON M2N1M2 Unit 2M	

✓ *If the address is not listed, please enter your address as a New Property*

Once completed, please click on the  icon to advance to the next page.



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School Information

REMINDER NOTE: All screen captures in this booklet are for reference only.

- Select the grade your child will attend in September 2027.

NOTE: All Grade 9 compulsory courses in Ontario secondary schools (English, Mathematics, French, Geography and Science) have been de-streamed since September 2022. As a result of this provincial policy, Grade 9 students will no longer be streamed into Academic or Applied courses.

- Locally Developed Courses remain available for students who need a highly individualized program, especially those with IEPs recommending this level of support.
- The decision to select a Locally Developed course is made collaboratively – between the school team, special education staff, parents/guardians, and the student.
- If you are unsure if your child will study at the Locally Developed level, please consult with your current elementary school principals for further guidance.
- Locally Developed programming lead to the Ontario Secondary School Certificate (OSSC) or the Ontario Secondary School Diploma (OSSD), depending on the completion of the student's overall secondary school program.
- Regular Grade 9 program (this automatic selection also includes applications to Extended French and French Immersion, if applicable) is automatically selected. If your child is applying to a specialty program listed in the adjacent box, select the appropriate program from the list provided.
- We recommend that all applicants from other boards/private schools also apply to the regular program in case their application to a specialty program is unsuccessful.
- Cardinal Carter Academy for the Arts accepts applications for grades 7 and 8. As a reminder, when applying to grade 7 and grade 8 to Cardinal Carter Academy for the Arts, the applicant must meet the Catholicity requirements of the Elementary School Admissions Policy.

Level Of Study (Applied and Academic is not required for Grade 7, 8, 9 Applicants)

☐ Locally Developed (Only select Locally Developed if applicable. Discuss with your school principal before selecting this option.)

*Please identify the program(s) you would like to apply to:

☒ Regular Program (including French Immersion and Extended French)

Specialty Program(s)

☐ Congregated Advanced Placement

☐ International Baccalaureate

☐ Regional Arts / MTA (Media Technology Audition)

☐ York Soccer Program

☐ High Performance Athletic Program

☐ STEAM (Science/Technology/Engineering/Arts/Mathematics)

Other(s)

☐ Cardinal Carter Academy for the Arts

Once completed, please click on the  icon to advance to the next page.



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Regular Program (including French Immersion, Extended French, Virtual and ME/DD ISP)

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- If your child attends a TCDSB school outside your school boundary, you may select the school your child currently attends or your community school.

If you enter your home elementary school, i.e., the school closest to where you live, the school you attend will no longer be used for secondary school admission. Using your home (community) elementary school may or may not be to your advantage for placement.

☒ Our Lady of Wisdom Catholic School (Attending School) ☐ St. Boniface Catholic School (Home School)

Choosing your home (community school) may or may not be to your advantage for placement.

Identify the program your child will participate in (Regular, French Immersion, Extended French, Virtual or ME/DD ISP).

- Select secondary school.
Single-gender schools are highlighted.

Chances for acceptance will increase by applying to the Catholic secondary school nearest to your elementary school.

Name Of Student would like to participate in:

☐ Regular Program ☐ Regular Program Virtual ☐ French Immersion Program

☐ Extended French Program ☒ Multiple Exceptionalities/Developmentally Delayed (ME/DD) Intensive Support Program (ISP) Program

Name of Student requests placement at the following Catholic Secondary School

School Name	Distance to St. Gabriel Catholic School
Brebeuf College School (Single Gender: Male)	4.5km
Marshall McLuhan Catholic Secondary School	8.7km
Senator O'Connor College School	8.8km
James Cardinal McGuigan Catholic Secondary School	9.8km
Dante Alighieri Academy	10.4km
Mary Ward Catholic Secondary School (Self Directed Learning)	11.7km
Francis Libermann Catholic High School	12.0km
St. Joan of Arc Catholic Academy	14.9km
St. Oscar Romero Catholic Secondary School	15.5km

- Specify if a sibling will return to the school in the next school year (2027/2028).
- If yes, enter the surname, first name, and grade of the sibling.

Does Name Of Student have a sibling currently attending at and returning to Bishop Marrocco/Thomas Merton Catholic S. S. in September, 2027? ☒ Yes ☐ No

Please enter the sibling information:

Surname First Name Grade in September, 2027

The TCDSB sibling rule applies where:

1. The older sibling is currently attending (regardless of the older sibling's program) and returning in September 2027 to the applicant's regular program school of choice.
2. If the sibling information is received before the initial deadline date (October 30, 2026)
3. **NOTE: the sibling rule may not apply in ME/DD ISP requests as this placement is subject to program and space availability.**



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→ If your child cannot be placed in the secondary school of their choice, you are asked to provide a redirection choice (program and secondary school).

NOTE: It is not always possible to secure a placement in the redirection school. You may be offered other options where space and programs are available.

Redirection Choice

If Name Of Student cannot be placed at Marshall McLuhan Catholic Secondary School in the Regular Program, he would like to be considered for the following redirection choice:

☒ Regular Program ☐ Regular Program Virtual ☐ French Immersion Program
☐ Extended French Program ☐ Multiple Exceptionalities/Developmentally Delayed (ME/DD) Intensive Support Program (ISP) Program

Name Of Student requests redirection to the following Catholic Secondary School.

School Name	Distance to St. Gabriel Catholic School
Brebeuf College School (Single Gender: Male)	4.5km
Senator O'Connor College School	8.8km
James Cardinal McGuigan Catholic Secondary School	9.8km
Dante Alighieri Academy	10.4km
Mary Ward Catholic Secondary School (Self Directed Learning)	11.7km
Francis Libermann Catholic High School	12.0km
Chaminade College School (Single Gender: Male)	12.5km
St. Joan of Arc Catholic Academy	14.9km
St. Oscar Romero Catholic Secondary School	15.5km

Important Note: ME/DD ISP Applicants

Submission of an application does not guarantee acceptance to the school selected. Multiple Exceptionality/Developmental Delay (ME/DD) Intensive Support Program (ISP) applications do not follow the usual placement or redirection process. The school selected will contact you directly to arrange a meeting to share information and next steps. If the student meets the criteria the location of the **program placement is determined centrally**. Placement is based on availability of the appropriate program. Placement options will be communicated to parents/guardians through the school applied to. Appropriate placement may include placement to another secondary school within the board, with transportation provided. Please be advised that staff within the TCDSB will continue to support your child.

Once completed, please click on the  icon to advance to the next page.



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Congregated Advanced Placement (CAP)

REMINDER NOTE: All screen captures in this booklet are for reference only.

→ Select the school(s) your child requests placement.

Name Of Student requests placement at the following Catholic Secondary School offering Congregated Advanced Placement

☐ Brebeuf College School (4.5km)	☐ Marshall McLuhan Catholic Secondary School (8.7km)
☐ Senator O'Connor College School (8.8km)	☐ Francis Libermann Catholic High School (12.0km)
☐ St. Joan of Arc Catholic Academy (14.9km)	☐ Bishop Marrocco/Thomas Merton Catholic S. S. (17.4km)
☐ Father Henry Carr Catholic Secondary School (21.2km)	☐ Bishop Allen Academy (23.9km)
☐ St. Joseph's College School (14.3km)	

→ Select the pre-Advanced Placement courses your child would like to take in Grade 9.

Senator O'Connor College School

 60 Rowena DR
Toronto, ON
M3A 3R2
[View Map for Directions](#)
Principal: Tracey Parish
Phone: 416-393-5505
[School Website](#)
[School Highlights](#)

*** PRE-AP COURSE SELECTION:**
Please check the Pre-AP course(s) that you would like to take in grade 9.

☒ Pre-AP English ☒ Pre-AP Math ☒ Pre-AP Science
☐ Pre-AP Geography

→ Mandatory AP Subjects: Pre-AP English, Mathematics and Science

→ Complete the following sections:

→ Community Involvement/
School/Voluntary Activity

→ Awards and Distinctions

→ Persuasive Essay should be a
maximum of 250 words.
(Completed by Applicant)

COMMUNITY INVOLVEMENT/SCHOOL/VOLUNTEER ACTIVITY 

Please list any activities in which you have participated during the last two years. (Examples include sports teams, volunteering, clubs, part-time jobs, parish groups, etc.)

AWARDS AND DISTINCTIONS 

Please list any awards or recognition that you have received. (Examples include awards in academics, music, public service, athletics, etc.)

PERSUASIVE ESSAY 

No more than 250 words; provide stem or structure IE why you are applying, what do you hope to learn from studying at AP level at our school, what strengths do you bring to the program.



Suggestion: use a text editor such as Google Docs or Microsoft Word to compose the essay. When complete copy and paste the essay to the application.



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Supplemental Information

REMINDER NOTE: All screen captures in this booklet are for reference only.

- Click “Yes” to provide your consent to allow the secondary schools your child has applied to review the information.

I consent to allow Francis Libermann Catholic High School to view the following document(s) as part of their evaluation.	☐ Yes ☐ No
• Grade 7 Report Card (Term 1 , And Term 2)	

If your child attends a TCDSB school in grades 6 and 7, the TCDSB has the Report Card information to complete the Congregated Advanced Placement portion of the application.

- If TCDSB does not have the information, upload the requested PDF documents.

CHECKLIST FOR COMPLETION		
☐ GRADE 7 REPORT CARD TERM 1	Choose File No file chosen	Upload ...
☐ GRADE 7 REPORT CARD TERM 2	Choose File No file chosen	Upload ...

Parent/guardian of students new to TCDSB must upload the Grade 7 Report Card Term 1 and Term 2 to complete the Congregated Advanced Placement portion of the application.

Once completed, please click on the  icon to advance to the next page.



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International Baccalaureate (IB)

REMINDER NOTE: All screen captures in this booklet are for reference only.

→ Select the school(s) your child requests placement.

* Name Of Student requests placement at the following Catholic Secondary School offering International Baccalaureate

☐ Michael Power-St Joseph High School (8.7km)	☐ St. Mary Catholic Academy (9.8km)
☐ St. Basil-The-Great Catholic Secondary School (11.8km)	☐ St. John Paul II Catholic Secondary School (37.7km)

→ Complete the following sections:

→ Community Involvement

→ Awards and Distinctions

→ School Activities

COMMUNITY INVOLVEMENT Spelling

Please list any activities in which you have participated during the last two years. (Examples include sports teams, volunteering, clubs, part-time jobs, parish groups, etc.)

AWARDS Spelling

Please list any awards or recognition that you have received. (Examples include awards in academics, music, public service, athletics, etc.)

SCHOOL ACTIVITIES Spelling

Please list any school activities in which you have been involved during the last two years. (Examples include: theatrical, musical productions, science fairs, fund drives, etc.)

→ Persuasive Essay (Completed by Applicant). Considering the attributes of the Learner Profile, what makes the applicant a suitable candidate for the International Baccalaureate Diploma Program?

PERSUASIVE ESSAY Spelling

Considering the attributes of the [Learner Profile](#), what makes you a suitable candidate for the International Baccalaureate Diploma Programme? Please refer specifically to at least three attributes that best fit you and provide examples of your accomplishments that display those attributes.



Suggestion: use a text editor such as Google Docs or Microsoft Word to compose the essay. When complete, copy and paste the essay to the application.



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REMINDER NOTE: All screen captures in this booklet are for reference only.

- Click “Yes” to provide your consent to allow the secondary schools your child has applied to review the information.

I consent to allow St. John Paul II Catholic Secondary School to view the following document(s) as part of their evaluation.	☐ Yes ☐ No
• Grade 7 Report Card (Term 1 , And Term 2)	

If your child attends a TCDSB school in grades 6 and 7, the TCDSB has the Report Card information required to complete the International Baccalaureate portion of the application.

- If the TCDSB does not have the information, upload the requested PDF documents.

CHECKLIST FOR COMPLETION		
☐ GRADE 7 REPORT CARD TERM 1	Choose File No file chosen	Upload ...
☐ GRADE 7 REPORT CARD TERM 2	Choose File No file chosen	Upload ...

Parent/guardian of students new to TCDSB must upload the Grade 7 Report Card Term 1 and Term 2 to complete International Baccalaureate portion of the application.

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

STEAM (Science/Technology/Engineering/Arts/Mathematics)

REMINDER NOTE: All screen captures in this booklet are for reference only.

→ Select the school(s) your child requests placement.

* Name Of Student requests placement at the following Catholic Secondary School offering STEAM (Science/Technology/Engineering/Arts/Mathematics)

- | | |
|--|--|
| ☐ James Cardinal McGuigan Catholic Secondary School (9.8km) | ☐ Madonna Catholic Secondary School (9.8km) |
| ☐ Dante Alighieri Academy (10.4km) | ☐ Loretto College School (14.6km) |
| ☐ St. Oscar Romero Catholic Secondary School (15.5km) | ☐ Chaminade College School (12.5km) |

→ Complete the following sections:

→ Why does the applicant want to enroll in the STEAM program.

→ List the top two favourite subjects.

→ Describe the applicant's academic abilities.

→ Describe activities the applicant is involved with at his/her elementary school.

→ Include other relevant information.

→ The applicant completes the student self-evaluation.

Please answer all questions using complete sentences.

1. Please outline three reasons for wanting to be enrolled in a STEAM program.

2. List your top two favourite subjects or areas of interest. Explain why.

3. Describe your academic abilities, personal characteristics, and any other quality that would make you a successful candidate for the STEAM program.

4. What activities are you involved in this year at your school? What are you involved in (e.g. clubs, hobbies, interests etc.) outside of school.

5. Include any other relevant information you would like us to know.

STUDENT SELF-EVALUATION

HOW I SEE MYSELF

Scoring: 1. for Never 2. for Seldom 3. for Frequently 4. for Always

Quality Producer

I work successfully as a team member	☐ 1 ☐ 2 ☐ 3 ☐ 4
I produce quality projects, assignments or performances	☐ 1 ☐ 2 ☐ 3 ☐ 4
I use materials effectively and appropriately	☐ 1 ☐ 2 ☐ 3 ☐ 4
I meet due dates/deadlines	☐ 1 ☐ 2 ☐ 3 ☐ 4
I go above and beyond expectations	☐ 1 ☐ 2 ☐ 3 ☐ 4



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Supplemental Information

REMINDER NOTE: All screen captures in this booklet are for reference only.

- Click “Yes” to provide your consent to allow the secondary schools your child has applied to review the information.

I consent to allow Dante Alighieri Academy to view the following document(s) as part of their evaluation.	☐ Yes ☐ No
• Grade 7 Report Card (Term 1 , And Term 2)	

If your child attended a TCDSB school in grades 6 and 7, the TCDSB has the Report Card information required to complete the STEAM portion of the application.

- If the TCDSB does not have information, upload the requested PDF documents.

CHECKLIST FOR COMPLETION		
☐ GRADE 7 REPORT CARD TERM 1	Choose File No file chosen	Upload ...
☐ GRADE 7 REPORT CARD TERM 2	Choose File No file chosen	Upload ...

Parent/guardian of students new to TCDSB must upload the Grade 7 Report Card Term 1 and Term 2 to complete the STEAM portion of the application.

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Sports Athletic Programs

REMINDER NOTE: All screen captures in this booklet are for reference only.

York Soccer Program

→ Select the school(s)
your child
requests placement.

* Name Of Student requests placement at the following Catholic Secondary School offering York Soccer Program

☐ Chaminade College School (11.5km)

☐ Father Henry Carr Catholic Secondary School (19.5km)

James Cardinal McGuigan – High-Performance Athletic Program

→ Select the school(s)
your child requests
placement.

* Name Of Student requests placement at the following Catholic Secondary School offering High Performance Athletic Program

☒ James Cardinal McGuigan Catholic Secondary School (9.8km)

Important

In addition to the on-line application, please download the Sports Athletic application form. **Please ensure the Sports Athletic Program school you apply to receive your downloaded application form by **October 30, 2026**.**

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

The Arts

REMINDER NOTE: All screen captures in this booklet are for reference only.

→ Select the school(s) your child requests placement.

* Name Of Student requests placement at the following Catholic Secondary School offering Regional Arts / MTA (Media Technology Audition) (MTA only at St. Patrick)

☐ St. Patrick Catholic Secondary School (17.3km) ☐ Bishop Marrocco/Thomas Merton Catholic S. S. (17.4km)

☒ Father John Redmond Catholic Secondary School and Regional Arts Centre (28.8km)

→ Select the program and additional information where requested.

Programs: ☐ Enriched Arts ☒ Instrumental Music ☐ Media Technology Audition (MTA)

Indicate Instrument

Level: ☒ Beginner ☐ One of more years experience

Supplemental Information

Click “Yes” to provide your consent to allow the secondary schools your child has applied to review the information.

I consent to allow Father John Redmond Catholic Secondary School and Regional Arts Centre to view the following document(s) as part of their evaluation. ☐ Yes ☐ No

• Grade 7 Report Card ([Term 1](#), And [Term 2](#))

If your child attends a TCDSB school in grades 6 and 7, the TCDSB has the Report Card required to complete the Regional Arts/MTA portion of the application.

→ If the TCDSB does not have the information, upload the requested PDF documents.

CHECKLIST FOR COMPLETION		
☒ GRADE 7 REPORT CARD TERM 1	Choose File No file chosen	Upload ...
☐ GRADE 7 REPORT CARD TERM 2	Choose File No file chosen	Upload ...

Parent/guardian of students new to TCDSB must upload the Grade 7 Report Card Term 1 and Term 2 to complete the Regional Arts/MTA portion of the application.

Important

In addition to the on-line application, please download the supplemental application form. The applicant may need to prepare and submit a portfolio for consideration into the Arts Program. **Please ensure the Arts school you apply to receive your application and audition form by October 30, 2026.**

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Cardinal Carter Academy for the Arts

REMINDER NOTE: All screen captures in this booklet are for reference only.

→ Select from one of the six programs:

- Dance
- Drama
- Music (Band)
- Music (Classical Strings)
- Music (Vocal)
- Visual Arts

Program:	Visual Arts
☐	Dance Cardinal Carter Academy for the Arts offers a highly enriched dance program for students in grades 7-12. Students receive training in both ballet and modern techniques. The dance performance is an integral part of the curriculum and students afforded numerous opportunities to perform. Also, students learn the aspects of dance theory and composition and begin to choreograph works of their own. Through their work in our professional theatre, as well as, exposure to professional dance artists; students get a taste of work in the real dance world. The Dance faculty has extensive dance experience, and they can help each dancer grow both technically and artistically. A new component to the arts curriculum at Cardinal Carter is to expose students to all of the arts areas. Dance provides students with the diverse knowledge and an appreciation of all art forms, not just their own.
☐	Drama Drama is a rich art form through which students can develop awareness, heighten perception, learn to manipulate language, explore emotions and improve personal dynamics. It enables students to acquire skills in communication, critical thinking and problem-solving. They gain an understanding of themselves in relationships to others while working on organization, performance, and evaluation.

NOTE: If you are applying to any of the Music Programs at Cardinal Carter Academy for the Arts, you need to enter “what instrument(s) do you play” and “what instrument will you audition with” to complete your application.

*** a) what instrument(s) do you play?
*** b) what instrument will you audition with?

Supplemental Information

→ Click “Yes” to provide your consent to allow the secondary schools your child has applied to review the information.

I consent to allow Cardinal Carter Academy for the Arts to view the following document(s) as part of their evaluation.	☐ Yes ☐ No
• Grade 7 Report Card (Term 1 , And Term 2)	

If your child attends a TCDSB school in grades 6 and 7, the TCDSB has the Report Card required to complete the Cardinal Carter Academy for the Arts portion of the application.

→ If the TCDSB does not have information, upload the requested PDF documents.

CHECKLIST FOR COMPLETION		
☐ GRADE 7 REPORT CARD TERM 1	Choose File No file chosen	Upload ...
☐ GRADE 7 REPORT CARD TERM 2	Choose File No file chosen	Upload ...

Parent/guardian of students new to TCDSB must upload the Grade 7 Report Card Term 1 and Term 2 to complete the Cardinal Carter Academy of the Arts portion of the application.

Important

In addition to the on-line application, please download the supplemental application form, and prepare and submit a portfolio for consideration. **Please ensure Cardinal Carter Academy for the Arts receives your submission by October 30, 2026.**

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Elementary School Principal or Designate Reference

- Provide an official school email for a suitable reference from your elementary school, including Principal, Teacher, or Guidance Counsellor. No family members can act as references.

Surname:	Principal Or Designate's Surname
First Name:	Principal Or Designate's First Name
Email:	Principal or Designate's email

For TCDSB students, SOAR automatically sends the reference request to the principal of the elementary school your child attends.

Important

SOAR automatically generates an email to the school reference once the parent submits the application.

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Religion Verification

The applicant does not have to be baptized Catholic to apply to a TCDSB secondary school. When applying to grade 7 and grade 8, the applicant must meet the Catholicity requirements of the Elementary School Admissions Policy.

NOTE: Religious verification only applies when applying to Cardinal Carter Academy for the Arts for grade 7 and grade 8.

→ Indicate if the applicant is Catholic.

Religion Verification	
Has Name Of Student been baptized Catholic (includes all churches in communion with the Holy See)?	☐ Yes
	☐ No
List of Eastern Churches in Communion with the Holy See	

For students currently attending a TCDSB school, SOAR extracts information from your child's student information file. Please report corrections to the school secretary at the elementary school your child attends. Once corrected, the changes will reflect correctly on your child's application typically occur within 24 hours.

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board

Student Online Admission and Registration System

Parent Guide

Contact Information

REMINDER NOTE: All screen captures in this booklet are for reference only.

Enter the names for up to 4 parents, guardians, emergency contacts, and care providers for applicants under the age of 18. Please state the order of contact in case of an emergency.

*Surname	*First Name	Gender	Relationship to	Order of Contact
Smith	A.	Male	Father	1
Smith	B.	Female	Mother	2
Jones	A.	Male	Emergency	3
		Female	Agency	4

For students currently attending a TCDSB school, SOAR extracts information from your child's student information file. Please report corrections to the school secretary at the elementary school your child attends. Once corrected, the changes will reflect correctly on your child's application typically occur within 24 hours.

The school is not permitted to allow anyone to pick up your child. Please complete the contact information with the names and phone numbers of individuals to whom you permit to pick up your child from school. Before the pickup of your child ensure you inform the school secretary about the individual on your list of approved contacts that will pick up your child.

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

- Enter the address, phone numbers and email addresses for each contact

Guardian Contact: A. Smith

*Surname	*First Name	Gender	Relationship to	Order of Contact
Smith	A.	Male	Father	1

Address for A. Smith ☒ Same Address

80 SHEPPARD AVE E, TORONTO, ON M2N6E8

Unit Type Unit

Phone Number for A. Smith

Phone Type	Area Code	Phone Number	Extension	Unlisted
*Home (Primary) Phone Number	416	222-8282		☐
Business Phone Number				☐
Mobile Phone Number				☐
Second Mobile Phone Number				☐

eMail for A. Smith

Primary smith.a@gmail.com

- For each contact, identify student access (guardianship and legal custody), catholicity, and whether the contact will receive communication from the school.

Student Access

*Is A. Smith the guardian of Name Of Student? ☒ Yes ☐ No

*Does A. Smith have legal custody of Name Of Student? ☒ Yes ☐ No

Parent/Guardian Catholicity

*Is A. Smith Roman Catholic (includes all churches in communion with the Holy See)? ☒ Yes ☐ No

*Does A. Smith request receipt of communications from the school? ☒ Yes ☐ No

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Medical Conditions (Students New to TCDSB)

Please provide details about your child's medical conditions and medication requirements, such as allergic reactions, physical disabilities, or a potentially life-threatening medical condition.

Once completed, please click on the  icon to advance to the next page.

Special Education Needs (Students New to the TCDSB)

Please provide documentation about your child's needs, if applicable, such as special education reports and assessments.

For ME/DD ISP Applicants these documents may include but are not limited to medical notes, psychological/psycho-educational assessments, speech and language assessments, audiological assessments, Occupational/Physical therapy assessments, Individual Education Plan.

Submission of an application does not guarantee acceptance to the school selected. Multiple Exceptionality/Developmental Delay Intensive Support Program (ME/DD ISP) applications do not follow the usual placement or redirection process. The school selected will contact you directly to arrange a meeting to share information and next steps. If the student meets the criteria the location of the **program placement is determined centrally**. Placement is based on availability of the appropriate program. Placement options will be communicated to parents through the school applied to. Appropriate placement may include placement to another secondary school within the board, with transportation provided. Please be advised that staff within the TCDSB will continue to support your child.

Once completed, please click on the  icon to advance to the next page.

Voluntary Indigenous Self-Identification

Optional

- Click the checkbox to indicate your child will self-identify.
- Specify First Nation, Métis, or Inuit.

Voluntary Indigenous Self-Identification
Voluntary Indigenous Self-Identification
☒ Name Of Student is aboriginal and will voluntarily self identify.
☐ Métis ☐ Inuit ☐ First Nation (Status or Non Status)

For students currently attending a TCDSB school, SOAR extracts information from your child's student information file. Please report corrections to the school secretary at the elementary school your child attends. Once corrected, the changes will reflect correctly on your child's application typically occur within 24 hours.

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board

Student Online Admission and Registration System

Parent Guide

Current School

REMINDER NOTE: All screen captures in this booklet are for reference only.

SOAR completes the “current school” automatically for students currently attending a TCDSB elementary school. Please proceed to the section requesting consent to share information between elementary and secondary schools about your child.

- Click yes, if your child is attending a school in Ontario.

Current School	Is Name Of Student's current school in Ontario?	☐ Yes ☐ No
----------------	---	---

- Enter the first five characters of the school’s name. As you enter the school’s name, SOAR provides a list of schools categorized within the school board.

School Name	Jack M
School Board	Durham DSB
Phone	Jack Miner PS
Fax	Greater Essex County DSB
Address	Jack Miner PS
*Reason for Transfer	Thunder Bay CDSB
	Jack McGuire Centre
	Toronto DSB
	Jack Miner Sr PS

- From the list, select the appropriate school.

- Contact information about the school returned.

- Enter the reason for the request to transfer.

School Name	Jack Miner Sr PS
School Board	Toronto DSB
Phone	416-396-6375
Fax	416-396-6377
Address	405 Guildwood Pkwy Scarborough, Ontario Canada M1E1R3
*Reason for Transfer	School Transfer



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Consent to Share Information

Schools hold a range of personal information on each of their students. This information will generally be within the Education Act and Municipal Freedom of Information and Protection of Privacy Act (1990). The purpose is to create a coordinated approach to support the interests, strengths, and needs of your child. The sharing of this information allows for a smoother transition to the secondary school of your choice. Your consent permits the verbal exchange of information between the elementary school and the staff at your child's secondary school who have responsibility for program planning.

→ Click Yes to provide consent.

Parents are notified that, as part of their child's student application, the school principal may obtain student information from the child's previous school principal, including, but not exclusive to, that which is contained in the Ontario Student Record. This information is obtained and used only for the improvement of instruction and other education of the student in accordance with the Education Act, (R.S.O. 1990, s. 266(2)) and is collected, transmitted, retained and disposed of confidentially in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. M. 56)*

*I understand the above process, and consent to the possible sharing of student information between principals as a condition of my child's student application process.

☐ Yes

☐ No

[Learn More >>](#)

Once completed, please click on the  icon to advance to the next page.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Privacy Statement

REMINDER NOTE: All screen captures in this booklet are for reference only.

- Click on the checkbox to indicate you have read the Privacy Statement.

The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Toronto Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58(5), 265, 266 as amended, and is collected, used and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (RSO 1990 M.56 (MFIPPA)). The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

The information will be used to register and place the student in a school, and for consistent purposes such as the allocation of staff and resources, to give information to employees to carry out their job duties, and to communicate with you about relevant TCDSB matters and matters related to the education of your child. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances or for law enforcement matters, in accordance with MFIPPA, or any other relevant Act. For questions about this collection, please speak to your area Superintendent.

☐ I have read the Privacy Statement.

Submit Application

- Review your application before submitting it.
- Click on the Submit Application button to submit your application.

Submit Application

- Review the upper left-hand corner to review the change in your child's application status.

Application Submitted
Oct 17 2019 1:22PM

- Click Exit and sign out of SOAR.

Exit Application

- Review next page for a sample of the confirmation email.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

REMINDER NOTE: All screen captures in this booklet are for reference only.

Confirmation of Receipt Email

You will receive an email to confirm that the TCDSB received your completed application.

Important Note

If you do not receive the confirmation message within a few minutes of submitting your application, please check your Junk E-mail folder just in case our confirmation email got delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Email Subject Line: TCDSB Receipt of Application (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>

Student Name: <Student Name>

Current School <Current School>

Program Request

1. <program name> at <secondary school names>
2. <program name> at <secondary school names>
3. <program name> at <secondary school names>

Redirection Request

1. <program name> at <secondary school names>

<Current Date>

Dear <student name>,

This email is to let you know that we received your application. We appreciate your interest in the TCDSB secondary schools for which you applied. We are reviewing applications over the next several weeks.

Please review the calendar of important dates. Only those selected candidates will receive an email offer.

Thank you, again, for your interest in attending a TCDSB secondary school. We do appreciate the time that you invested in completing this application.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.

Application - Next Steps

Thank you for submitting your child's application. Be aware of the important dates found on page 6 when TCDSB may contact you by email concerning an offer to a specialty program, placement into a regular program or notification for redirection because your initial choice secondary school was oversubscribed.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Unlock Application

REMINDER NOTE: All screen captures in this booklet are for reference only.

Between September 25 and October 30, parents can modify an application following submission by unlocking the application.

- Click on the unlock icon
- Review next page for a sample of the email confirming the application was unlocked.

Student Listing								
Welcome Test! Please select a file number to continue your child's registration or click the link to begin a new registration. Close								
File #	Legal Name	School	Program	Status	Unlock	Last Update Date	Last Section	
S27196098	Name Of Student, Name Of Student	Father John Redmond Catholic Secondary School and Regional Arts Centre	Regional Arts / MTA (Media Technology Audition)	Received		Sep 16 2026 11:54AM	Privacy	
		Brebeuf College School	Congregated Advanced Placement	Received				
		Father Henry Carr Catholic Secondary School	Carr York Soccer Program	Received				
		James Cardinal McGuigan Catholic	High Performance Athletic	Received				
Create New Student Application			Report Problem			Parent Guide		

Important

DO NOT WAIT UNTIL THE LAST DAY TO MODIFY YOUR APPLICATION.

Please make the necessary changes to your application and **resubmit** your application before **October 30, 2026**.

Missing the deadline to submit your application;

- prevents you from applying to a specialty program
- places your application to attend a Regular Program on a waitlist



Toronto Catholic District School Board

Student Online Admission and Registration System

Parent Guide

REMINDER NOTE: All screen captures in this booklet are for reference only.

Confirmation of Receipt Email

You will receive an email to confirm your application was unlocked.

Important Note

If you do not receive the confirmation message within a few minutes of submitting your application, please check your Junk E-mail folder just in case our confirmation email got delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Email Subject Line: TCDSB Application - Unlocked (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>
Student Name: <Student Name>
Current School <Current School>

Program Request

1. <program name> at <secondary school names>
2. <program name> at <secondary school names>
3. <program name> at <secondary school names>

Redirection Request

1. <program name> at <secondary school names>

<Current Date>

Dear <student name>,

You recently unlocked your application to attend a secondary school at the TCDSB. This function is typically requested to make a change to your initial application. By unlocking your application, we removed your application from our inventory of completed and submitted applications.

Please make the necessary changes to your application and resubmit your application before <Tuesday, October 29, 2019>. Missing the deadline to submit your application;

- prevents you from applying to a specialty program
- places your application to attend Regular Program on a waitlist

Resubmit your completed application before <Tuesday, October 29, 2019>.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Specialty Programs

REMINDER NOTE: All screen captures in this booklet are for reference only.

Receiving an Offer

The TCDSB emails a specialty program offer of acceptance on the evenings of November 27 (WAVE 1) and December 4 (WAVE 2). Parents have five days to respond to the offer. When accepting an offer, the TCDSB places your child in the specialty program and withdraws the applicant from all other program requests. It is important to accept or decline offers. No response does not guarantee future placement from offers.

Offer Sent After 5 PM	Respond to Offer By 11:59 PM
November 27	December 1
December 4	December 8

→ Click on the link embedded in the email to process your child's offer. You will need to click on the word "[here](#)" to accept offer/s.

Email Subject Line: TCDSB Specialty Program Offer (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>
Student Name: <Student Name>
Current School <Current School>

Specialty Program Request

1. <program name> at <secondary school names>
2. <program name> at <secondary school names>
3. <program name> at <secondary school names>

<Current Date>

Dear <student name>,

Congratulations! Please find your offer of admission to the secondary school's specialty programs by clicking [here](#). You can indicate the offer you wish to accept by choosing "Accept," then clicking "submit." If you have received multiple offers, **you may only choose one offer**. With your acceptance of an offer, we will remove all other specialty and regular program requests.

Please accept your offer before the deadline date of <date>.

Sincerely,
Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Responding to an Offer

REMINDER NOTE: All screen captures in this booklet are for reference only.

- If presented with multiple offers, the applicant **can only accept one offer**.
- Click on accept or decline radio buttons to respond to the offer.
- Press the Submit button to submit an offer response.

Toronto Catholic District School Board

Re: [Redacted] (File #S19079994).

Congratulations! You have been offered admission to the following program(s). Please accept the offer by deadline.

Offer

The following programs you applied to have been offered admission, please accept one offer. Submit

Decision	Program	School	Deadline
☒ Accept ☐ Decline	Congregated Advanced Placement	Senator O'Connor College School	Sep 23, 2019
Offered at: Sep 16 2019 3:03PM			
☐ Accept ☒ Decline	International Baccalaureate	St. John Paul II Catholic Secondary School	Sep 23, 2019
Offered at: Sep 16 2019 3:03PM			

Other Request

The TCDSB withdraws the following requests once you have accepted an offer. If no offer is accepted or you did not respond before due date, your child's offers may be rescinded.

Program	School
Regular Program	Senator O'Connor College School

Important

Upon acceptance of an offer, SOAR withdraws the applicant from their regular program and other specialty program requests.

It is important to accept or decline offers. No response does not guarantee future placement from specialty program offers.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Offer Confirmation

REMINDER NOTE: All screen captures in this booklet are for reference only.

Confirmation of Receipt Email

You will receive an email to confirm the TCDSB received your acceptance into the specialty program.

Important Note

If you do not receive the confirmation message within a few minutes of submitting your application, please check your Junk E-mail folder just in case our confirmation email got delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Email Subject Line: TCDSB Specialty Program Offer Confirmation (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>

Student Name: <Student Name>

Current School <Current School>

<Current Date>

Dear <student name>,

Congratulations on your achievement and thank you for accepting the offer of placement into the <program name> at <secondary school name> for the <2020-2021> school year. As a result of your commitment to our offer, all other Specialty and Regular Program requests were removed from your application profile.

You will receive an e-mail in February, inviting you to attend the registration night at <secondary school name>. They will be happy to share more about the school and to assist you in completing the registration process.

We are firmly committed to doing everything we can to help our students develop according to our Gospel Values and Catholic Graduation Expectations. The staff at <secondary school name> look forward to fostering a great relationship with you and your family.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Unsuccessful Requests

REMINDER NOTE: All screen captures in this booklet are for reference only.

Email Notification

You will receive an email after Wave 2 (mid-December) to confirm your application into a specialty program was unsuccessful.

Important Note

If you do not receive this email, please check your Junk E-mail folder just in case our confirmation email got delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Email Subject Line: TCDSB Specialty Program Application (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>
Student Name: <Student Name>
Current School <Current School>

Specialty Program Request

1. <program name> at <secondary school names>
2. <program name> at <secondary school names>
3. <program name> at <secondary school names>

<Current Date>

Dear <student name>,

We are sorry that we are not able to offer you a place in the above specialty program(s) you applied. We know that you invested much time and energy in your application, and we regret that this outcome is not different.

This decision was made through a thorough and thoughtful review; evaluating your application in the context of the entire applicant pool. Please expect an email notification concerning the status of your Regular Program request on <date>.

We hope this decision does not deter you from any of your aspirations and wish you success in all future endeavours.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Regular Program

REMINDER NOTE: All screen captures in this booklet are for reference only.

Placement Confirmation

→ Email Notification

You will receive an email to confirm your child's placement in the regular program.

Important Note

If you do not receive this email on the evening of January 15, 2027, please check your Junk E-mail folder just in case our confirmation email got delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Email Subject Line: TCDSB Regular Program Placement (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>
Student Name: <Student Name>
Current School <Current School>

<Current Date>

Dear <student name>,

Congratulations on your placement at <secondary school name> for the <2020-2021> school year. You will receive an e-mail in February, inviting you to attend the registration night at <secondary school name>. They will be happy to share more about the school and to assist you in completing the registration process.

We are firmly committed to doing everything we can to help our students develop according to our Gospel Values and Catholic Graduation Expectations. The staff at <secondary school name> look forward to fostering a great relationship with you and your family.

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>

Note: Please do not reply to this email. We do not monitor this mailbox.

Important Note: ME/DD ISP Applicants

Submission of an application does not guarantee acceptance to the school selected. Multiple Exceptionality/Developmental Delay Intensive Support Program (ME/DD ISP) applications do not follow the usual placement or redirection process. The school selected will contact you directly to arrange a meeting to share information and next steps. If the student meets the criteria the location of the program placement is determined centrally. Placement is based on availability of the appropriate program. Placement options will be communicated to parents through the school applied to. Appropriate placement may include placement to another secondary school within the board, with transportation provided. Please be advised that staff within the TCDSB will continue to support your child.



Toronto Catholic District School Board

Student Online Admission and Registration System

Parent Guide

Notification of Redirection

REMINDER NOTE: All screen captures in this booklet are for reference only.

- Due to program or space limitations, it may not initially be possible to place all eligible elementary students in the secondary school of their choice. This process applies to applications received on or before the initial deadline date. Redirection applies to Regular Program requests only.
- When unable to accommodate regular program applicant requests the Admissions Department will attempt to fulfill placement in the redirection choice, as requested, or offer placement in the secondary school with appropriate program, and available space, in the closest secondary school to the elementary school in which the student attends at the time of application.
- Click on the link to respond to the Notification of Redirection. You will need to click on the word "here" to indicate your redirection choice.

Important

- Respond to Notification of Redirection by **January 19, 2027**.

Missing the deadline places your application on the priority one waitlist at your initial choice secondary school.

Email Subject Line: TCDSB Regular Program Redirection Notice) (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>
Student Name: <Student Name>
Current School <Current School>
<Current Date>

RE: Redirection Options For Your TCDSB Secondary School Application

Dear Parent/Guardian:

We regret to inform you that, due to space limitations <student name> has not been placed at the secondary school of choice. Placement has been reserved at the following schools for <student name>:

Secondary School	Program
<secondary school>	<program>
<secondary school>	<program>

You are encouraged to explore the program opportunities at <this/these> these schools before making your decision.

Board Policy S.A. 02, Reg. 4e

That any student who is redirected from the first choice school to another TCDSB secondary school be requested to indicate one of three choices:

- accept new placement;
- decline new placement and be placed on the Priority #1 waiting list of their first choice;
- accept the redirection and also be placed on the Priority #2 waiting list of their first choice until the end of May.

Please consider each option carefully the click [here](#) to indicate your choice. We request you submit your redirection response by <date>. **Missing the deadline to select a redirection option will place your application on the Priority 1 Wait List at <first choice secondary school>.**

Sincerely,

Student.registration@tcdsb.org

<Date> <Time>



Toronto Catholic District School Board Student Online Admission and Registration System Parent Guide

Responding to a Redirection Notification

REMINDER NOTE: All screen captures in this booklet are for reference only.

- Decide on your redirection option.
 - Option 1 – accept the new placement.
 - Option 2 – decline new placement and remain on the priority 1 waitlist for secondary school of initial choice.
 - Option 3 – accept new placement and remain on the priority 2 waitlist (until the end of May) for secondary school of initial choice.

Toronto Catholic District School Board

REDIRECTION NOTICE FORM

Student's Name: Student Name

Elementary School: Our Lady of Wisdom Catholic School

Application #: S19079956

Secondary School to which student applied: the Extended French at Senator O'Connor College School

Secondary School(s) to which student is redirected: the Regular Program at Mary Ward Catholic Secondary School, and the Regular Program at Bishop Allen Academy

RESPONSE FORM

I WOULD LIKE MY SON/DAUGHTER TO:
(Check ONE of the options below.)

☐ a) Accept new placement at ☐ the Regular Program at Mary Ward Catholic Secondary School ☐ the Regular Program at Bishop Allen Academy.

☐ b) Decline new placement and be placed on the Priority #1 waiting list of our original choice of secondary school. *Parents are cautioned that by choosing this option, your child does not currently have a secured secondary placement with the Toronto Catholic District School Board for grade 9.

☐ c) Accept the redirection to ☐ the Regular Program at Mary Ward Catholic Secondary School ☐ the Regular Program at Bishop Allen Academy and also be placed on the Priority #2 Waiting List of our original choice of secondary school (until the end of May only).

Submit Response

Recommended: Option 3 – Secures secondary school placement and provides an opportunity for placement of school of first choice.

- Click on Submit Response Button
- If you do not respond to the redirection offer email by the deadline, the application will be processed to the Priority 1 waitlist for the initial school applied to/redirected from.



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Student Online Admission and Registration System

Parent Guide

Redirection Confirmation

REMINDER NOTE: All screen captures in this booklet are for reference only.

Email Notification

You will receive an email to confirm that the TCDSB received your redirection decision.

Important Note

If you do not receive this email following submitting your redirection submission, please check your Junk E-mail folder just in case our confirmation email got delivered there instead of your inbox. If so, select the email and click Not Junk, which will allow future messages to get through.

Email Subject Line: TCDSB Regular Program Redirection Confirmation) (<File Number>)



Toronto Catholic District School Board

File Number: <File Number>
Student Name: <Student Name>
Current School <Current School>
<Current Date>

RE: Redirection Confirmation For Your TCDSB Secondary School Application

Dear Parent/Guardian:

This email is to let you know that we received your Regular Program Confirmation decision. You selected:

- Option A – <student name> placed at <redirected school>
Congratulations on your placement at <secondary school name> for the 2020-2021 school year. You will receive an e-mail in February, inviting you to attend the registration night at <secondary school name>. They will be happy to share more about the school and to assist you in completing the registration process.
We are firmly committed to doing everything we can to help our students develop according to our Gospel Values and Catholic Graduation Expectations. The staff at <secondary school name> look forward to fostering a great relationship with you and your family.
- Option B – declined the new placement and <student name> placed on the Priority #1 waiting list at <first choice school name> and **placement is not guaranteed**.
- Option C – <student name> placed at <redirected school> and also be placed on the Priority #2 waiting list at <first choice school name> until the end of May.
Congratulations on your placement at <secondary school name> for the 2020-2021 school year. You will receive an e-mail in February, inviting you to attend the registration night at <secondary school name>. They will be happy to share more about the school and to assist you in completing the registration process.
We are firmly committed to doing everything we can to help our students develop according to our Gospel Values and Catholic Graduation Expectations. The staff at <secondary school name> look forward to fostering a great relationship with you and your family.

Sincerely,
Student.registration@tcdsb.org
<Date> <Time>



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Student Online Admission and Registration System
Parent Guide**

Change Requests for Regular Program

Parents may request a change to their child's secondary school placement between January 21 to June 30, 2027.

Parents of TCDSB Elementary students may request changes from the Elementary School Principal.

Parents of non-TCDSB Elementary students may request changes via the Admissions Department.

*Thank you for taking the time to read the Parent Guide to
familiarize yourself with our Application Process for Secondary School!
Best wishes on your application to TCDSB secondary school!*