



Lisgar Collegiate Institute

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Website: www.lisgar.ca



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

APPLIED & ACADEMIC ADMISSIONS

Grade 8 Parents' Information Night
Thursday, January 14th, 2010, at 7pm

HOW CAN I REGISTER AT LISGAR?

Correctly find your "home" school. One method is by going to the OCDSB website: www.ocdsb.ca and click on the "Our Programs" menu to find "School Locator". You may also contact the OCDSB Boundaries Office at 613-596-8780 and state your name, telephone number, address, grade and program information, and they will call you back with the answer.

Students currently registered in an OCDSB school and Lisgar is your home school:

- If your "home" school is Lisgar Collegiate, fill out the "Lisgar Collegiate Institute Student Registration Form" available at your elementary school. You do not need to complete a Transfer Application to register at Lisgar.

Students **NOT** currently registered in an OCDSB school and Lisgar is your home school:

- If your "home" OCDSB school is Lisgar Collegiate, you must submit the "Lisgar Collegiate Institute Student Registration Form". This form is available through Lisgar's main office, with proof of address, during business hours, Monday to Friday 8:00 to 4:00 pm. (Proof of Address: copy of Lease or Agreement of Purchase or top portion of tax assessment, and at least two other forms of I.D. with address (utility bill, driver's license, etc.))

Students where Lisgar is NOT your home school:

- Whether currently registered in an OCDSB school or any other school and your "home" OCDSB high school is not Lisgar Collegiate, you must submit a completed Transfer Application to Lisgar. The transfer process details will be outlined on Lisgar's website at www.lisgar.ca. If you receive a transfer spot, then Lisgar will give you a "Lisgar Collegiate Institute Registration Form" and you will be asked to fill it out and return it to the main office within a prescribed time.