

Registration Checklist for Accelerated Summer School

For students who attended a Durham District School Board secondary school in 2019/2020

- Identify the course that you wish to take (noting the registration code) www.dce.ca
- Visit your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility/prerequisite requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with evening hours 6:00 pm – 8:30 pm on Wednesday evenings in May and June.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with evening hours 6:00 pm – 8:30 pm on Wednesday evenings in May and June.
- Take your registration receipt to your guidance office to confirm your enrolment in the course.

Registration Checklist for Accelerated Summer School

- For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2019/2020
 - Identify the course that you wish to take (noting the registration code) www.dce.ca
 - **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately, a Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
 - Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3
Registration is available Monday – Friday, 8:30 am – 3:30 pm with evening hours 6:00 pm – 8:30 pm on Wednesday evenings in May and June and bring the following documents (registration CANNOT be completed without ALL required documents);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
 - **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID
 - **Letter of Permission or Transcript/Status Sheet** (for secondary students only)