

**Non DDSB Students Registration Checklist for eLearning Summer School  
(Non DDSB students and Adults)**

**NON DURHAM DISTRICT SCHOOL BOARD STUDENTS MUST REGISTER IN PERSON**

**\*DUE TO COVID-19 SCHOOL CLOSURES WE HAVE MODIFIED THE REGISTRATION PROCESS UNTIL SCHOOLS RE-OPEN**

**REGISTRATION PROCESS DURING SCHOOL CLOSURES**

- 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](http://www.dce.ca).
  - The student must obtain a **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. This can be sent electronically to [dceinfo@ddsb.ca](mailto:dceinfo@ddsb.ca), ensure the e-mail contains the student's name in the subject line. Adults not attending a secondary school can contact a DCE guidance counsellor at [tmichelle.whyte@ddsb.ca](mailto:tmichelle.whyte@ddsb.ca) guidance with their course selection.
  - **Register online** at [dce.ca](http://dce.ca), Remember to **PRINT** the registration receipt at time of registration
    - When asked to indicate which DDSB school you attend, choose of one of the following which applies to you: "Other – attending a school outside of Durham DSB" **or** "Other – not attending a secondary day school"
    - List the name of the current high school you attend, the city and School Board when prompted (if applicable)
  - **Completion of an Attestation form to prove Canadian Citizenship**

The Attestation form will be completed in two parts.

    - **Part 1** will be completed over the phone with a Durham Continuing Education staff member.
    - **Part 2** will be completed in person at Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm. The **\*Students MUST BRING ALL of the following original documents to complete the registration process when the Ministry of Education re-opens schools following the COVID-19 school closures.**
  - **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

**And**
  - **Official government photo identification** (Required by all applicants)

i.e. - health card, driver's licence, current secondary student ID

**Please note our phones will go directly to message during the COVID-19 school closures**  
Durham Continuing Education 905.436.3211 or visit our web site @ [www.dce.ca](http://www.dce.ca)