

Elementary Central Online Application Process

Frequently Asked Questions for Parents/ Guardians/ Caregivers

Why a central online application form?

The TDSB is committed to ensuring consistency of the application process for its Elementary Alternative Schools. Having a central online application form increases equity of access for all students and removes potential barriers.

Applying to a school through the Elementary Alternative Schools Central Application Process does **not** guarantee admission.

Where do I find the online application form?

Please click [here](#) and you will be redirected to the central online application form. Please note, the online application form opens at 9:00 a.m. on Monday, January 6, 2025.

Who can fill out the elementary alternative schools' online application?

Applications to an elementary alternative school are completed by the parent/legal guardian/caregiver through the online application.

How do I know if there are seats available for the grade I am applying for?

- Seats are generally available in the entry grades of each school, that is Junior Kindergarten (JK) (for JK-6 or JK-8) and Grade 7 (for grades 7 to 8).
- There are very limited seats available in other grades. Applicants will be permitted to apply for other grades. If there are available seats in the non-entry grades, applicants will be entered into the random selection process. If there are no seats available, applicants will be contacted prior to the random selection process and informed that they will not be entered into the random selection process.

Is there anything I should do before I apply for my child to attend an elementary alternative school?

The TDSB has a wide range of [elementary alternative schools](#) available to students. Families are encouraged to research schools and programs to learn about the educational philosophy and distinct pedagogy of each school before completing the online application.

Elementary alternative schools will hold information sessions or open houses for students and parents/guardians/caregivers from late November to mid January. Visit the [Elementary School Open Houses and Information Nights](#) webpage for details about the

dates and times. If a school is not hosting an open house or information session, please contact the school directly for information about the elementary alternative school.

How many schools can I apply for?

Applicants can apply up to two (2) schools: a PRIMARY school choice and an ALTERNATE school choice. The Alternate choice is optional. A complete list of elementary alternative schools is available on the TDSB's [Alternative Schools webpage](#).

If you select an Alternate school choice, it will be considered **after** all Primary school choice applications have been considered in accordance with our priorities (refer to the question *What are the Admissions Priorities?*).

Applicants from outside the TDSB, except for City of Toronto JK applicants, will be considered after all TDSB applicants have been considered for their Primary and Alternate school choices.

What if I don't have access to a computer or have difficulty with the form?

Parents/legal guardians/caregivers who require assistance with the application process, including those without computer access who require an alternative format of the same application, can contact school staff.

I have a child already attending an elementary alternative school. Is their sibling able to get a spot?

Applicants who reside in the City of Toronto will be prioritized when the applicant has a sibling who will remain at the selected elementary alternative school for the upcoming school year. **To be eligible for this priority, the selected elementary alternative school must be selected as the PRIMARY choice.**

Applicants with a sibling remaining at the selected TDSB elementary alternative school for the upcoming school year will be admitted prior to the selection of other applicants and after the placement of students who self-identify as First Nations, Métis, and Inuit and based on available space.

I have twins and want them in the same elementary alternative school. How can I ensure they are in the same school?

- ONE application will be submitted for twins or multiples. Should that application be drawn, one or more placements in the class will be taken **where space is available**.
- If space is not available to seat both twins or all the multiples, the system will randomly select a sibling(s) to be seated. Sibling(s) not seated will be placed on the waitlist,
- **If applicants choose to have twins or multiples apply separately**, individual applications will be submitted for each child, and the regular random selection

process rules will apply. In other words, if one child is chosen, the twin/multiple(s) is not automatically granted acceptance or waitlisted by virtue of being a twin/multiple.

What are the Admissions Priorities?

The TDSB will prioritize applicant admissions to elementary alternative schools in the following order:

- **Priority 1:** First Nations, Métis, or Inuit Peoples
- **Priority 2:** Applicants who have sibling(s) already at the school and returning in September
- **Priority 3*:** After the placement of Indigenous students and applicants with siblings, 25% of any remaining spaces at every grade in each school, where space is available, will be allocated to applicants who are current TDSB students and self-identify in one or more of the following:
 - Black
 - Ethno-racial group (e.g., East Asian, Latinx, Middle Eastern, South Asian, Southeast Asian)
 - 2SLGBTQIA+ (only for students applying to Grades 7 and 8)
 - Students with a disability

***Note for Priority 3:** To maintain the minimum 25% of prioritized seats, if a Priority 3 applicant declines an offered seat, the first Priority 3 student on the waitlist will be offered this seat in advance of other applicants on the wait list.

- **Priority 4:** TDSB Priority 3 applicants not yet placed will be combined with other TDSB applicants for the remaining spaces
- **Priority 5:** Other applicants whose parents'/legal guardians'/caregivers' Primary residence is in the City of Toronto (e.g., from independent/private schools, other school boards, home schooling) will be considered for placement if spaces are available
- **Priority 6:** Applicants whose parents'/legal guardians'/caregivers' Primary residence is outside the City of Toronto will be considered for placement if spaces are available

What is the Random Selection Process?

Random selection refers to a process/ program that is used to electronically select applicants for a placement in an elementary alternative school and grade.

A random selection process will be implemented for the placement of all applicants either on the seat offer list or wait list.

How does the random selection process work?

Scenario 1: Applicant **only** applies to their Primary school choice and receives an offer – what happens?

- Should the applicant receive an offer for their Primary school choice, the family can accept the offer. If the applicant decides to decline the offer to the Primary school choice, then they will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.

Scenario 2: Applicant **only** applies to a Primary school choice and does not receive an offer – what happens?

- Should the applicant not select an Alternate school choice and does not receive an offer for their Primary school choice, they will be placed on the waitlist for their Primary school choice:
 - If a **seat becomes available** in the Primary school choice, the family will be offered a seat. The family can accept the offer. If the applicant decides to decline the offer to their Primary school choice, then they will attend their designated school by address, and no other offer to an elementary Alternate school will be provided to the applicant.
 - If a **seat does not become available** at the completion of the placement process, the applicant is removed from the waitlist. The applicant will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.

Scenario 3: Applicant applies to their Primary and Alternate school choices. Applicant receives an offer to their Primary school choice – what happens to the Alternate school choice?

- Should the applicant receive an offer for their Primary school choice, the system will automatically remove the applicant from their Alternate choice. The family can accept the offer. If the applicant decides to decline the offer to the Primary school choice, then they will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.

Scenario 4: Applicant receives an offer to their Alternate school choice and **accepts** the Alternate school choice offer – what happens to the Primary school choice?

- Should the applicant receive an offer for their Alternate school choice, the family can **accept** the offer. If they do, they will remain on the waitlist for their Primary school choice. If a seat becomes available in the Primary school choice, the family will be offered a seat in the Primary school choice and removed from the Alternate school choice. The applicant can then accept the offer to the Primary school choice. If the applicant decides to decline the offer to the Primary school choice, then they will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.

Scenario 5: Applicant receives an offer to their Alternate school choice and declines the Alternate school choice offer – what happens to the Primary school choice?

- Should the applicant receive an offer for their Alternate school choice, the family can **decline** the offer. If they do, they will remain on the waitlist for their Primary school choice. If a seat becomes available in the Primary school choice, the family will be offered a seat. The applicant can then accept the offer to the Primary school choice. If the applicant decides to also decline the offer to the Primary school choice, then they will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.

Scenario 6: Applicant receives an offer to their Alternate school choice and accepts the Alternate school choice offer and wants to be removed from their Primary school choice.

- Should the applicant receive an offer for their Alternate school choice, the family can accept the offer. If they do, they will remain on the waitlist for their Primary school choice. If the family wishes to be removed from their Primary school choice, they will need to promptly email EAS.Application@tdsb.on.ca and ask to be removed from their Primary school choice. Otherwise, if a seat becomes available in the Primary school choice, the family will be offered a seat in the Primary school choice and removed from the Alternate school choice.

How are applicants informed if they are selected or not?

Applicants will be informed, by email, of acceptance or non-acceptance after the random selection process takes place.

Is there a waitlist?

A wait list is generated by the random selection process. When necessary, the wait list will be accessed to place applicants in available spaces.

All waitlists will close on Friday, February 28, 2025, at 4:00 p.m. No additional offers will be made once the waitlist closes.

What are the timelines to apply to an elementary alternative school for September 2025 admission?

The Elementary Alternative School Online Application form will be available on Monday, January 6, 2025, starting at 9:00 a.m.

The Elementary Alternative School Online Application form will close at 4:00 p.m. on Friday, January 31, 2025. Applications will **not** be accepted after the deadline.

How will I know the status of my child's application?

The random selection process for elementary alternative schools will occur centrally. Please do not contact schools directly for selection results. There will be two rounds of communications made in February 2025 as follows:

- **Round 1 Placement:** Families to be informed of the status of their application on **Monday, February 24, 2025, after 4:00 p.m.** Families must confirm acceptance of the offer by **4:00 p.m. Thursday, February 27, 2025.** If you do not accept or decline the offer by the deadline, the offer will be automatically removed. The applicant will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.
- **Round 2 Placement:** Families to be informed of the status of their application on **February 28, 2025, after 4:00 p.m.** Families must confirm acceptance of the offer by **4:00 p.m. Tuesday, March 4, 2025.** If you do not accept or decline the offer by the deadline, the offer will be automatically removed. The applicant will attend their designated school by address, and no other offer to an elementary alternative school will be provided to the applicant.
- **NOTE** On **Friday, February 28, 2025, at 4:00 p.m.** the waitlist will close and becomes null and void.

After the Random Selection Process

What should I do if I receive an offer through Out of Area Admissions or have already accepted a seat in a Central Student Interest Program and I am also offered a seat through the Elementary Alternative School Admissions? If you wish to remain in the Central Student Interest Program or want to accept the Out of Area Admissions, you **MUST** decline the Elementary Alternative Schools Admissions offer of acceptance and your seat will be offered to another student on the waitlist.

If you want to accept the Elementary Alternative Schools Admissions offer, you must notify SecondaryReview@tdsb.on.ca and you will be forfeiting your place in the Central Student Interest Program and/or Out of Area Admissions.

What if I accept an offer now and then change my mind?

If you accepted an Elementary Alternative School Admissions offer and change your mind, please email us at EAS.Applicant@tdsb.on.ca before February 29, 2024, so that another student can take their spot.

My child is not a TDSB student but has accepted an offer for to an elementary alternative school. How do they get register?

A unique link to a registration package for the elementary alternative school will be sent to your email address starting in mid-February. Please complete and submit the registration package and contact the school to arrange an appointment where you will need to provide the necessary documentation. Registrations must be completed before noon on March 21, 2025.

I am having difficulty accepting or declining the offer. Or, I do not have a computer to accept or offer. What do I do?

Please contact EAS.Application@tdsb.on.ca and let them know what you need help with. A staff member will be happy to assist you.

I applied for my child to attend Junior Kindergarten at an Elementary Alternative School and we did not receive a seat, what do we do?

You are encouraged to visit your designated school by address and register for the 2025-26 school year.

What if I have questions not covered in this document?

You can send your questions to EAS.Application@tdsb.on.ca.