

**SCHOOL ENROLMENT DECLARATION FORM**

This form must be filled out on-line using the SHSAA website forms section ([www.shsaa.ca](http://www.shsaa.ca)).

**YOUR COOPERATION IS REQUIRED**

This form **must** be filled out on-line. Each high school Principal has been issued a User I.D. and Password which allows for access to the SHSAA Exnet section on the SHSAA website [www.shsaa.ca](http://www.shsaa.ca)

Follow these directions:

- Go to [www.shsaa.ca](http://www.shsaa.ca)
- On the right hand side of the page you will see SHSAA Quick Links: Click on ExNet Login
- Enter your school User ID.
- Enter your school password.
- Select Registration at the top of the page
- Select School Enrolment Registration Form.
- Check that your school information is correct, if not please edit.
- Scroll down to see the enrolment table.
- In row 1, click in the first open box and enter the number of students in each grade (you can use the TAB key to move from box to box). These numbers must be the same as those recorded on the principal's September statistical report.
- In row 2, enter the number of ineligible students (An explanation of eligible students is located on the next page of the Handbook).
- Click on Save Enrolment Declaration.
- You will be sent to a message screen that indicates the status of your submission. Click on Return to Enrolment Declaration to view the calculated Net Total.
- **Reminder - the ability for schools to file this form is for a limited time from September 30-October 4.**

**Student enrolment numbers as of September 30<sup>th</sup> of the current school year.**

**\* Please READ the reverse side of this form prior to filing on-line.**

**ELIGIBILITY REQUIREMENTS**

- a) In any school year participation in activities organized or sponsored by the Association or by any Member of the Association shall be open to any high school student:
  - i) whose principal certifies that the student meets the eligibility requirements of the Association as set out in clause (b); and
  - ii) who is not otherwise ineligible pursuant to the bylaws or policies of the Association.
- b) The eligibility requirements of the Association are that, in any school year, each student ***may only represent the school at which they are enrolled and:***
  - i) must be enrolled in Grade 9 through 12 during that school year, and
  - ii) must not hold a Grade 12 certificate as of September 1 of that school year, and (Note: In the case of foreign students, completed high school in the country of origin.)
  - iii) must be within the period of eligibility as set out in these bylaws.

**PERIOD OF ELIGIBILITY**

1. Students shall be eligible to participate in activities organized or sponsored by the Association for a period of a maximum of three consecutive school years or 6 consecutive semesters.
2. The period of eligibility shall commence at the earlier of:
  - a) the first day of the school year in which the student enters Grade 10; or
  - b) the first day of the school year in which the student was sixteen years old on September 1<sup>st</sup>.

**CLASSIFICATION OF SCHOOLS**

1. For the purposes of this section, enrolment shall be taken from Ministry of Education enrolment figures for each school as of September 30 in each school year.
2. Each school must file a completed School Enrolment Declaration (Form E-10) on September 30<sup>th</sup> and return to the SHSAA Office by ***October 4, 2022***. Penalty for late filing of this form shall be \$50.00.
3. Schools will be classified based on the number of eligible students enrolled in Grades 9-11 of the previous school year for the fall activity football. The classification of schools for all other activities will be based on the September 30<sup>th</sup> numbers of the current school year for students in grades 10-12. Eligible students are those students within the period of eligibility as set out by these bylaws and do not hold a Grade 12 certificate as of September 1<sup>st</sup>.

**SEE PAGE 49-51 OF THE SHSAA HANDBOOK (CLASSIFICATION OF SCHOOLS) FOR THE  
CURRENT CLASSIFICATIONS OF EACH ACTIVITY**

**NOTE:** In the event that the number of ineligible students listed on an enrolment declaration results in the school being placed in a lower classification, the principal of the school will be required to forward a list of ineligible students to the SHSAA office, including the reason the students have been declared ineligible (graduate, more than 3 years).