



Application Resource Guide - *Elementary* *Out-of-Area Admissions*

Thank you for your interest in TDSB's Elementary Out-of-Area Admissions Application!

This form is for all students who wish to attend programs and schools outside of the school that is designated to serve their home address. Acceptance at these schools is subject to space availability. Below, you will find step-by-step instructions to help complete this form. If you require assistance completing the application form, please contact your local school.

Create an Account or Sign In

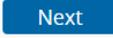
1. Click on the application link, found on the [Elementary Out-of-Area Admissions website](#).
2. A Parent/Guardian can create an account or sign into an existing account
 - a. If you have never completed a PowerSchool Enrollment form before, click "[Create Account](#)"
 - i. If you do not have an email address you may create an account [using your cell phone number](#). **Please note:** an email will be required when completing the application.
 - b. If you have previously completed a PowerSchool Enrollment form, click "[Sign In](#)"
 - i. If you are having trouble logging in, select "[Forgot password](#)"
 - ii. If you aren't sure if you have an account, click "[Create Account](#)" to try creating a new account. If your email address is on file with us, you will be [prevented](#) from creating a new account. You can then click "[Forgot password](#)" to recover your account credentials.
 - iii. If you need to sign in using a phone number, select "[Sign into your account using your cell phone number](#)"
3. Once signed in, [add the student](#) that you would like to complete the application for. If this student has already been added to your account, you may [select them](#).



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Complete the Form

1. Read through the Introduction page carefully, then click “Next” () to navigate to the subsequent page.
2. Fill out the fields on the form, ensuring that all “[Required](#)” fields have been filled out. When you have completed all fields on a page, you may click “Next” to continue to the subsequent page.
3. If a field has a specific validation requirement, you must resolve any potential errors.
 - a. [Formatting Error](#)
 - b. [Validating Address](#)
 - c. [Error Messages](#)
4. If you are unable to complete the form in one sitting, you may click your [initials](#) to [Save & Sign Out](#).
 - a. When you are ready to continue your work, click the Application link, [sign into](#) your account and then select the [in progress](#) form that you’d like to continue
5. On the Summary page, you will be able to review your progress. If there are any outstanding issues (missing or incorrect information), you will not be able to submit the form. To resolve these issues, click “[Find Invalid Fields](#)”. From here, complete any missing required fields or resolve validation errors. Once you have resolved all issues, you may submit () the form.
6. Once the application has been submitted, you may [print](#) out or save a copy of the completed form.

Please note: once you submit an Application, you will not be able to make any changes. If you do need to make changes, please contact your current TDSB School. If you are not a current TDSB student, please contact the TDSB Secondary Program and Admissions Office at OOA@tdsb.on.ca. Please include the applicant’s first and last name and outline the change you wish to have made.



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Complete an Application for an Additional Student

1. Once you have completed a form for one student, you may complete a form for an [additional student](#).
 - a. **Please note:** an application must be submitted for ALL students who would like to apply. For example, if you have two children who would like to apply then you must submit two applications. If you have twins/multiples applying to the same school(s) and same grade, you can include them both in the same application. A second application is not to be submitted.
 - b. **Please note:** you will not be able to submit duplicate applications (i.e. Two forms submitted for the same student). Submitting more than one application per student will not increase your chances of being selected during the Random Selection Process. **Duplicate student submissions will be deleted.**
2. You will have the opportunity to either “[Import](#)” family-specific data (ex. Parent/Guardian/Caregiver information, address information, etc.) between students, or start the form from scratch. If you choose to import data, it will pre-populate your form with any family-specific data that was already submitted in the previous student's application.
3. Follow the same steps (“Complete the Form” section, above) to submit the form.

Random Selection Process

1. The random selection process will be run early mid-February. On **February 19th, 2026**, you will be notified of your student's placement via email. Within this email, there will be a unique link that will allow you to see your student's placement in real time. This means that the link will always show you the student's current placement, even if that placement has changed.
 - a. If your student has received a spot, you must either [accept or decline](#) this seat by **4:00 p.m. on February 24th, 2026**. If you do not accept or decline your placement by the deadline, the placement will be automatically declined.



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- b. If your student has been waitlisted, you can continue to use your results link to see their status. Stay tuned for the next round of placements.
 2. On **February 25th, 2026**, the second round of placement emails will be sent out.
 - a. If your student has received a spot, you must either accept or decline this seat by **4:00 p.m. on March 3rd, 2026**. If you do not accept or decline your placement by the deadline, the placement will be automatically declined.
 3. The waitlist will continue to be maintained until **February 25th, 2026**.
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Registration - Non-TDSB Students only

1. If the student is not currently a TDSB student, you will receive an email in early March. This email will contain a unique link to the student's Registration form. Please complete the registration form, even if your student has previously been registered with the TDSB.
 2. **Current TDSB students do not need to complete a registration form. They will not be receiving a unique Registration link.**
 3. If you were offered a spot in the first round and have not received this link in early March; please check all of your email folders including junk mail and spam. If it cannot be located, please contact the TDSB Central Program Admissions Office at OOA@tdsb.on.ca. Students offered spots in the second round may receive this email at a later date.
 4. To keep your space in a Elementary Program, you must complete and submit the Registration form. Please contact the school to make a registration appointment by **noon on March 27th, 2026**, where you will need to provide the necessary documentation.
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Specialized Programs

If your child has also applied to a TDSB Specialized Program, offers of admission will be made on February 11, 2026.

If you accept a seat in a Specialized Program, and are offered a seat through Elementary Out-of-Area, an applicant may only keep ONE placement.

If you wish to keep the Specialized Program seat, you must decline the Out-of-Area Admissions offer.

If you wish to accept the Out-of-Area Admissions seat, you can do so but you **MUST** notify the Central Program Admissions Office (CentralPrograms@tdsb.on.ca) telling us:

- You child's first and last name
- The type of seat you are now declining
- The school at which you are now declining a seat