



Continuing Education Registration Form

CREDIT PROGRAM INFORMATION

DATES AND TIMES

Night School:	All classes run Monday and Wednesday evenings from 6:00 – 9:30 p.m. (Time subject to change.)
Summer School:	All classes run Monday to Friday from 8:00 a.m. to 1:30 p.m.
eLearning Summer School:	All classes run Monday to Friday for 5.5 hours per day however there is more flexibility as to when students are expected to be online.

Please check the website at www.peelschools.org/cae for all dates.

FORMATION OF CLASSES

All classes are conditional on space, teacher availability and sufficient enrolment and may be cancelled or transferred to a different location than listed.

WHAT IS THE ATTENDANCE POLICY?

A student who has registered for a credit course but is absent on the first day without giving prior notification to the Site Administrator or the Continuing Education office may lose their spot in the class.

Regular attendance is crucial for his/her success. One evening of Night School or one day of Summer School is equivalent to approximately one full week of instruction in the regular school year. A student is expected to be punctual and attend every class. Absence for personal activities or vacation is **not** acceptable. Failure to attend may lead to withdrawal from the program.

IS THERE HOMEWORK?

Continuing Education courses cover an entire year's work in a compressed period of time, and students must be prepared to allocate sufficient time to work at home every day.

WHEN ARE FINAL SUMMATIVE EVALUATIONS COMPLETED?

Final Summative evaluations will take place towards the end of each session. Check your student handbook as to the specific dates. Students who fail to complete their final summative evaluations jeopardize their chances of earning the credit.

WHEN DO I GET MY REPORT CARD?

Interim Reports

- Students will receive an interim progress report in the middle of the program. For Night School this would be around the 13th evening. For Summer School this would be around the 10th day.

Final Reports

- For Night School courses, students will receive their final reports and review their exams on the last evening of classes.
- For Summer School, 55-hour session classes taught in the first session, students will receive their final reports and review their exams on the last day of the 10-day program.
- For Summer School, 55-hour session classes taught in the second session and full session courses, students will receive their final reports and review their exams on the last day of the 20-day program.

A final mark will be submitted to the student's home school shortly after the end of the program. Students are encouraged to take the Night School, Summer School or International Languages report card to their day school and have their guidance counsellor add it to their transcript.

WHEN IS FULL DISCLOSURE?

A mark will appear on your transcript if you have not withdrawn from the course two (2) instructional days after the midterm report is issued. The Full Disclosure deadline is listed in the student handbook.

HOW DO I WITHDRAW FROM A CLASS?

Students may withdraw from a course by:

- Having the guidance counsellor contact Continuing Education, if the student is still registered in a day school; or
- Contacting the administrator at the Night or Summer School site and requesting withdrawal. Students under 18 must have parental permission.

HOW DO I GET TO SCHOOL?

Transportation may be provided from Caledon to some Brampton schools during Summer School. Transportation is not provided for Night School. Visit the website for details: www.peelschools.org/cae.

For information about public transportation schedules, please call:

Mississauga Transit (905) 615-4636
Brampton Transit (905) 874-2999