



INSTRUCTIONS FORM 1

The information requested on this form is needed to determine whether a child is eligible to receive instruction in English, in accordance with the Charter of the French language and the applicable regulations. This information will be dealt with confidentially, in accordance with the Act respecting Access to documents held by public bodies and the Protection of personal information.

- **Complete Section 1**, indicating the legal name of the child for whom the application is filed as well as the name of the applicant.
- **Complete Section 2**, checking the criterion invoked in support of the application.
- For all **other sections to be completed and documents to be provided**, read the instructions corresponding to the code selected in **Section 2**.

Note

French instruction received in an immersion class is counted as English instruction under subparagraphs 1 and 2 of the first paragraph of section 73 (codes I, II, and III), if it was received in Canada in an English language educational institution that provides educational services in accordance with applicable laws, and if it constitutes a pedagogical method that fosters the learning and mastery of a second language.

Should you need further information on how to complete this form,
contact the school board or private school where the application is filed.

Code I

- Attach data form ADAN, duly completed.
- Attach the child's birth certificate, or a certified true copy, bearing the names of the parents.
- Attach proof of Canadian citizenship for the parent whose studies completed in Canada are invoked.
- Complete **Section 3A**, indicating the language(s)—English, French or other—in which that parent received his/her elementary instruction, and the percentage of instruction received in each language.
- Attach—for the years indicated in **Section 3A**—a written attestation issued by each educational institution or school board attended. This attestation can be issued: 1) in the form of a letter from the educational institution or school board; 2) by having the educational institution or school board complete **Section 3B**; or 3) as school transcripts, if they include the information mentioned in **Section 3A**.
- If an attestation of studies cannot be obtained from the competent authority within the school board or educational institution, contact the school board where the application has been filed to obtain the necessary information on how to proceed and what supporting documents are required before completing **section 5**. Provide proof to show what steps have been taken and what required documents have been submitted, in compliance with sections 10 and 11 of the *Regulation respecting requests to receive instruction in English*.
- Attach all documentation or information relevant to the examination of this eligibility application, particularly any documents that present contextual elements required for a proper assessment of the education received in light of the child's overall individual and family situation.
- If the parent has already been declared eligible for instruction in English under section 73, 76 or 86.1, only Form 1 (short form) need to be completed.

Code II

- Attach data form ADAN, duly completed.
- Attach the child's birth certificate, or a certified true copy, bearing the names of parents.
- Attach proof of Canadian citizenship for the father or mother.
- Complete **Section 3A**, indicating the language(s)—English, French or other—in which the child concerned by the application received his/her elementary and secondary instruction, and the percentage of instruction received in each language.
- Attach—for the years indicated in **Section 3A**—a written attestation issued by each educational institution or school board attended. This attestation can be issued: 1) in the form of a letter from the educational institution or school board; 2) by having the educational institution or school board complete **Section 3B**; or 3) as school transcripts, if they include the information mentioned in **Section 3A**.
- Complete **Section 3C**, indicating the language(s)—English, French or other—in which each of the child's brother or sister received his/her elementary or secondary instruction, and the percentage of instruction received in each language.
- Complete **Section 4**.
- Attach all documentation or information deemed relevant to the examination of the eligibility application, particularly any documents that contain specific factual information related to the schooling cited, to the choices made in this regard and to any special circumstances surrounding this experience.

Code III

- Attach data form ADAN, duly completed.
- Attach the child's birth certificate, or a certified true copy, as well as that of any brother or sister for whom studies are cited in **Section 3A**. These birth certificates must bear the names of parents.
- Attach proof of Canadian citizenship of a parent or of the parent in common if the brother or sister in Section 3A has only one parent in common with the child for whom the application is being filed.
- Complete **Section 3A**, indicating the language(s)—English, French or other—in which each of the child's brother or sister received his/her elementary and secondary instruction, and the percentage of instruction received in each language.
- Attach—for the years indicated in **Section 3A**—a written attestation issued by each educational institution or school board attended. This attestation can be issued: 1) in the form of a letter from the educational institution or school board; 2) by having the educational institution or school board complete **Section 3B**; or 3) as school transcripts, if they include the information mentioned in **Section 3A**.
- Complete **Section 3C**, indicating the language(s)—English, French or other—in which the child and each of his/her brother or sister (not in section 3A) received their elementary and secondary instruction, and the percentage of instruction received in each language.
- Complete **Section 4**.
- Attach all documentation or information deemed relevant to the examination of the eligibility application, particularly any documents that contain specific factual information related to the educational experience cited, to the choices made in this regard, and to any special circumstances.
- If the brother or sister has already been declared eligible for instruction in English under section 73, 76 or 86.1, only Form 1 (short form) need to be completed.

Codes IV, V et VI (Section 86.1 of the *Charter of the French language; Order in Council respecting the application of section 86.1 of the Charter of the French language to English-speaking persons from New Brunswick*)

- Attach data form ADAN, duly completed.
- Attach the child's birth certificate, or a certified true copy, bearing the names of the parents.
- Provide proof of residency for the father or mother in New Brunswick, immediately before arrival in Québec (copy of lease, municipal tax assessment, etc.).

Where Code IV is selected :

- Complete **Section 3A**, indicating the language(s)—English, French or other—in which that parent received his/her elementary instruction, and the percentage of instruction received in each language.
- Attach—for the years indicated in **Section 3A**—a written attestation issued by each educational institution or school board attended. This attestation can be issued: 1) in the form of a letter from the educational institution or school board; 2) by having the educational institution or school board complete **Section 3B**; or 3) as school transcripts, if they include the information mentioned in **Section 3A**.
- If an attestation of studies cannot be obtained from the competent authority within the school board or educational institution, contact the school board where the application has been filed to obtain the necessary information on how to proceed and what supporting documents are required before completing **section 5**. Provide proof to show what steps have been taken and what required documents have been submitted, in compliance with sections 10 and 11 of the *Regulation respecting requests to receive instruction in English*.

Where Code V is selected :

- Complete **Section 3A**, indicating the language(s)—English, French or other—in which the child received his/her elementary instruction, and the percentage of instruction received in each language for the last school year completed in New Brunswick or for the year in progress before arrival in Québec.
- Provide a written attestation issued by the educational institution attended for the last school year completed in New Brunswick or for the year in progress before arrival in Québec. This attestation can be issued: 1) in the form of a letter from the educational institution; 2) by having the educational institution complete **Section 3B**; or 3) as school transcripts, if they include the information mentioned in **Section 3A**.

Where Code VI is selected :

- Attach the birth certificate of the child's older brother or sister (or a certified true copy), bearing the names of the parents.
- If the brother or sister has already been declared eligible for instruction in English, complete Form 1 (short form).
- If there is no declaration of eligibility, follow the instructions listed above in Code IV or V, depending on the case. The requirements stipulated in Code V apply to the studies of the older brother or sister.

Code VII

- Attach data form ADAN, duly completed.
- Attach the child's birth certificate, or a certified true copy, bearing the names of the parents.
- Complete **Sections 3A** (for the child concerned by the application), **3C and 4** and briefly explain the context on a separate sheet.

Application for a Declaration of Eligibility for Instruction in English by Virtue of the Charter of the French Language FORM 1

See instructions on how to complete this form

A l'usage du
ministère
(Date de réception)

Code du bâtiment :

Code permanent de l'élève
(visé par la demande) :

Code de l'école :

Si préscolaire : à temps partiel
4 ans à temps plein Code de l'organisme :

Section 1 - REQUEST (Please print)

I, the undersigned, request that

Child's last name

Child's first name

be declared eligible for instruction in English by virtue of the *Charter of the French language*. This request is based on the information provided on this form and in the enclosed documents.

I understand that this information as well as the validity of my application may be subject to verification.

Applicant's last name and first name

Applicant's capacity: Father Mother Other person attesting that he/she has de facto custody of the child and that the holder of parental authority has been informed of the application and does not object.

Applicant's signature

Date

Note: Section 74 of the Charter of the French language states that the parent who makes the Application for eligibility for instruction in English must be the holder of parental authority. However, the person who has de facto custody of the child and who is not the holder of parental authority may also make such an application provided that the holder of parental authority does not object.

Section 2 - CRITERIA (Check the appropriate box)

| CODE | CRITERIA | CORRESPONDING SECTION OF CHARTER |
|------------------------------|--|----------------------------------|
| I <input type="checkbox"/> | <ul style="list-style-type: none"> A child whose father or mother is a Canadian citizen. That parent received elementary instruction in English in Canada. That instruction constitutes the major part of the elementary instruction received by that parent in Canada. | 73, subpar. 1 |
| II <input type="checkbox"/> | <ul style="list-style-type: none"> A child whose father or mother is a Canadian citizen. The child has received or is receiving elementary or secondary instruction in English in Canada. That instruction constitutes the major part of the elementary or secondary instruction received by the child in Canada. | 73, subpar. 2 |
| III <input type="checkbox"/> | <ul style="list-style-type: none"> A child whose father or mother is a Canadian citizen. A brother or sister of the child has received or is receiving elementary or secondary instruction in English in Canada. That instruction constitutes the major part of the elementary or secondary instruction received by that brother or sister in Canada. | 73, subpar. 2 |
| IV <input type="checkbox"/> | <ul style="list-style-type: none"> A child whose father or mother received the major part of his/her elementary instruction in English in Canada and, before establishing domicile in Québec, was domiciled in New Brunswick. | 86.1(a) |
| V <input type="checkbox"/> | <ul style="list-style-type: none"> A child whose father or mother has established domicile in Québec and who, during the last school year, received or, since the beginning of the current school year, has been receiving elementary or secondary instruction in English in New Brunswick. | 86.1(b) |
| VI <input type="checkbox"/> | <ul style="list-style-type: none"> A child who is the younger brother or sister of a child to whom IV or V above applies. | 86.1(c) |
| VII <input type="checkbox"/> | <ul style="list-style-type: none"> A serious family or humanitarian situation. | 85.1 |

Section 3A - INFORMATION CONCERNING THE EDUCATION OF THE FATHER, MOTHER OR CHILD (Studies cited in support of the eligibility application)

The following person :

_____ is :
 Last name (at birth) First name Date of birth (year-month-day)

- the child's father or mother (elementary instruction only)
- the child concerned by the application (elementary and secondary instruction)
- the child's brother or sister (elementary and secondary instruction)

and was educated as specified below :

| GRADE | SCHOOL YEAR | PERCENTAGE OF INSTRUCTION RECEIVED IN EACH LANGUAGE | | | | EDUCATIONAL INSTITUTION | PRIVATE INSTITUTION | SCHOOL BOARD OR SCHOOL DISTRICT | CITY OR TOWN | PROVINCE OR COUNTRY |
|-------|-------------|---|--------|--------------|--------------------------|-------------------------|--------------------------|---------------------------------|--------------|---------------------|
| | | English | French | Other: _____ | French immersion | | | | | |
| 1 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 2 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 3 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 4 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 5 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 6 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 7 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 8 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 9 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 10 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 11 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 12 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |
| 13 | ___ - ___ | ___% | ___% | ___% | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | _____ | _____ |

Please explain the reasons for any change in the language of instruction : _____

Corrections made by competent authority :

Percentage of instruction received in each language

| Class | English | French | Other |
|-------|---------|--------|-------|
| 1 | ___% | ___% | ___% |
| 2 | ___% | ___% | ___% |
| 3 | ___% | ___% | ___% |
| 4 | ___% | ___% | ___% |
| 5 | ___% | ___% | ___% |
| 6 | ___% | ___% | ___% |
| 7 | ___% | ___% | ___% |
| 8 | ___% | ___% | ___% |
| 9 | ___% | ___% | ___% |
| 10 | ___% | ___% | ___% |
| 11 | ___% | ___% | ___% |
| 12 | ___% | ___% | ___% |
| 13 | ___% | ___% | ___% |

Section 3B - ATTESTATION BY COMPETENT AUTHORITY (please check the appropriate box or boxes)

- Our records are complete and, after verification, I certify that the information provided in Section 3A is
- Records are incomplete I can certify the accuracy of the information for the following years only:
- Records do not exist

- accurate for the following years: _____
- inaccurate (see the corrections indicate above or the comments below)

(see the corrections indicate above or the comments)

Comments:

Name

Signature

Position

Number

Street

Municipality

Name of the educational institution

Phone

Date

Note : Where more than one educational institution or school board is listed, please complete a copy of Sections 3A and 3B for each.

SEAL
of school or school board from
where attestation originates

Section 3C – INFORMATION CONCERNING THE EDUCATION OF OTHER CHILD

Note: This section must be completed when an eligibility application is based on subparagraph 2 of the first paragraph of section 73 of the Charter of the French language (codes II and III).

Does the child concerned by the application have any brothers or sisters? No Yes If Yes, please indicate their full names and dates of birth.

1 - _____ 2 - _____ 3 - _____
 4 - _____ 5 - _____ 6 - _____

The following person: _____ is: the brother or sister of the child concerned by the application (elementary and secondary studies)
Last name (at birth) First name Date of birth (year-month-day)

the child concerned by the application (elementary and secondary studies)

and was educated as specified below :

| GRADE | SCHOOL YEAR | PERCENTAGE OF INSTRUCTION RECEIVED IN EACH LANGUAGE | | | FRENCH IMMERSION | EDUCATIONAL INSTITUTION | PRIVATE INSTITUTION | SCHOOL BOARD OR SCHOOL DISTRICT | CITY OR TOWN | PROVINCE OR COUNTRY |
|-------|-------------|---|--------|--------------|--------------------------|--------------------------|---------------------|---------------------------------|--------------|---------------------|
| | | English | French | Other: _____ | | | | | | |
| 1 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 2 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 3 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 4 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 5 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 6 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 7 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 8 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 9 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 10 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 11 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 12 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |
| 13 | - | % | % | % | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | |

Please explain the reasons for any change in the language of instruction : _____

Note : Please complete a copy of Section 3C for each brother or sister of the child concerned by the application.

Section 4 – DECLARATION OF APPLICANT [Note : This section must be completed when an eligibility application is based on subparagraph 2 of the first paragraph of section 73 of the *Charter of the French language* (codes II and III)]

I declare that all the information contained in this eligibility application and in the supporting documents provided is true and complete.

List the other supporting documents provided with the eligibility application:

- _____
- _____
- _____
- _____
- _____
- _____

I shall, upon request by the designated person, send him or her any other information relevant to the examination of this eligibility application.

N.B.: The designated person may, under paragraph 2 of section 75 of the *Charter of the French language*, require the sending of any other document or other information relevant to the examination of the eligibility application. The designated person may also require that the document or information be accompanied by a sworn statement of their veracity.

I declare that the information provided in this eligibility application is true and complete.

Signature: _____ Date: _____

Note: Section 77 of the *Charter of the French language* states that a certificate of eligibility obtained fraudulently or on the basis of a false representation is null and void. Under section 78.3 of the Charter, it is also prohibited to make false or misleading statements or to refuse to provide the information or documents that may be required.

Section 5 – SOLEMN DECLARATION OR OATH WITH RESPECT TO FATHER'S OR MOTHER'S EDUCATION

I, the undersigned, _____ born in _____ Municipality
 _____ on _____ 19 _____,
Country

and currently domiciled at _____
Number Street Municipality

declare that I received my ELEMENTARY INSTRUCTION IN ENGLISH as indicated in Section 3A of this form, but I was unable to obtain an attestation from the school authorities despite the steps I have taken.

Signature of father or mother Date

Solemnly declared or sworn before me in

_____ on _____ 20 _____
Municipality

Name Position

Address Telephone

Signature of person authorized to witness the solemn declaration or oath

SEAL

NOTE: See also sections 10 and 11 of the *Regulation respecting requests to receive instruction in English* for the requirements that must be met to indicate that the parent received the major part of his or her elementary schooling in English, in the absence of an attestation from the school.