

Deadline for Submission: September 1, 2025

No private school shall be operated in Ontario unless a Notice of Intention (NOI) to operate a private school has been submitted to the Ministry of Education (Ministry). Every private school shall submit an NOI to the Ministry on an annual basis on or before September 1st of each year.

In order for a school to be considered a private school, it must meet the definition of a private school under subsection 1(1) of the *Education Act*:

“an institution at which instruction is provided at any time between the hours of 9 a.m. and 4 p.m. on any school day for five or more pupils who are of or over compulsory school age in any of the subjects of the elementary or secondary school courses of study and that is not a school as defined in this section”

General Requirements

All private schools must comply with the Private Schools: Policy and Procedures (September 2013) (Manual), as may be amended from time to time, and the applicable provisions of the *Education Act*, as well the applicable laws of the Province of Ontario and of Canada.

Information from this form and any other information related to the school, including inspection reports, will be used by the Ministry of Education (Ministry) to administer and enforce section 16 of the *Education Act*. It will also be provided to the general public upon request. The Ministry maintains a public website with information about all private schools at: <http://www.edu.gov.on.ca/eng/general/elemsec/privschi/index.html>. The Ministry may also share information about the school with other Ontario ministries and agencies and other governments and their agencies.

A private school shall notify the Private Schools and International Education Unit (PSIE) of any changes to Sections 1-5 of the School Information section of this form, **within 30 days of the change**, in writing or by email. No other information on this NOI can be changed after the September 1 deadline.

Submit this Notice of Intention to:

Ministry of Education  
Field Services Branch  
Private Schools and International Education Unit  
315 Front Street West  
12<sup>th</sup> Floor  
Toronto ON M7A 0B8

Schools that do not submit the NOI by the September 1 deadline cannot operate as a private school for that school year.

Every person concerned in the management of a private school that is operated in contravention of Section 16 (1) is guilty of an offence and on conviction is liable to a fine of not more than \$50 for every day such school is so operated.  
R.S.O. 1990, c. E.2, s. 16 (4)

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1. School Information

This is a new school ☐ Yes ☐ No

Date of Opening (yyyy/mm/dd) ►

School Name (Note – This is the name under which the school operates. "College" or "Institute" cannot be used in school name.)

School Number (BSID)  
(Not applicable to new schools)

School Operating Address

Unit Number	Street Number	Street Name	PO Box
City/Town	Municipality	Province	Postal Code
Telephone Number ext.	School Email Address		
School Web Site Address			

Mailing Address ☐ Select if mailing address is the same as above

Unit Number	Street Number	Street Name	PO Box
City/Town	Municipality	Province	Postal Code

In order to enforce the provisions of the *Cannabis Licence Act, 2018*, to establish a minimum distance buffer between cannabis retail stores and schools, private school will need to capture the latitude and longitude measured from the center point inside your school space.

Is your school the only occupant of the building?

☐ Yes, our school is the only occupant

☐ No, our school is in a shared-use building

If you are not the only occupant:

What is the total square footage of the building?

What is the square footage of your school?

How many units are occupied in the building, including your school?

Enter the latitude and longitude of the school measured from the center point of your school's space. Directions on how to use your phone to determine the latitude and longitude of your school can be found in the New School NOI package on our website <http://www.edu.gov.on.ca/eng/general/elemsec/privschooperate.html>.

Latitude	Longitude
Comments	

2. Principal Information (Note - Only one elementary principal and only one secondary principal may be listed)

Elementary Principal

Last Name	First Name	Middle Initial
Preferred Name		
Telephone Number ext.	Elementary Principal Email Address	

Does the principal have principal qualifications?

☐ Ontario Principal Qualification Program (PQP)

☐ Other (specify) ►

Secondary Principal

Last Name	First Name	Middle Initial
Preferred Name		
Telephone Number ext.	Secondary Principal Email Address	

Does the principal have principal qualifications?

☐ Ontario Principal Qualification Program (PQP)

☐ Other (specify) ►

3. Teacher Information

How many teachers are providing instruction at the school? \_\_\_\_\_

How many teachers are members of the Ontario College of Teachers (OCT)? \_\_\_\_\_

4. Owner Information

Legal Name of School Owner (Mandatory)

Last Name	First Name	Middle Initial
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Business Name (if registered)

School Owner (please select all that apply)

☐ Corporation

☐ Charity

☐ Not-for-Profit

☐ Sole Proprietorship

☐ Partnership

☐ First Nation Operated

☐ Other Specify ▶ \_\_\_\_\_

Address

Unit Number	Street Number	Street Name	PO Box
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City/Town	Province	Postal Code
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Telephone Number ext.	Email Address
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Canadian Revenue Agency-Business Number (CRA BN - the first 9 numbers of your HST or payroll number) (Mandatory)

☐ N/A Specify why you don't have a CRA BN (Mandatory) ▶ \_\_\_\_\_

5. Corporation/Charity Information (if applicable)

Name of Corporation/Charity

Date Corporation/Charity Established (yyyy/mm/dd)	Corporation/Charity Number
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Director/Contact for Corporation/Charity (Last Name)	(First Name)
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Telephone Number ext.	Director's Email Address
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6. School Details

Hours of Instruction

Indicate all days of operation and **all hours of instruction** during the week (e.g., Monday 9:00 - 16:00)

Day	Start Time (e.g., 09:00)	End Time (e.g., 16:00)	Not Applicable
Monday			<input type="checkbox"/>
Tuesday			<input type="checkbox"/>
Wednesday			<input type="checkbox"/>
Thursday			<input type="checkbox"/>
Friday			<input type="checkbox"/>
Saturday			<input type="checkbox"/>
Sunday			<input type="checkbox"/>

Affiliations (Check all that apply to your school)

☐ No Affiliation

☐ Christian

☐ Islamic

☐ Roman Catholic

☐ Amish

☐ Farsi (Persian)

☐ Jewish

☐ Seventh Day Adventist

☐ Armenian

☐ Greek Orthodox

☐ Mennonite

☐ Sikh

☐ Other (specify) ▶ \_\_\_\_\_

School Type (Check all that apply to your school)

☐ First Nations

☐ Site Based Only

☐ Online Only

☐ Online and Site Based

Association Membership

☐ No Association

☐ Association Membership

If association membership, please specify ▶ \_\_\_\_\_

Language of Instruction

☐ English

or

☐ French

French as a language of instruction means that the school is offering subjects using the français curriculum guidelines.

School Level Type

☐ Elementary      ☐ Secondary      ☐ Both

School Semester Indicator Type

☐ Semestered      ☐ Non Semestered      ☐ Full Year      ☐ Summer Only      ☐ Not Applicable

School Grade Range Type (i.e., Grade 1 - 12) ► \_\_\_\_\_

7. Secondary School Details

Does the school wish to offer credits toward the Ontario Secondary School Diploma during the 2025-2026 Academic Year?

☐ Yes      ☐ No

If yes, when does the school plan to offer credits in the 2025-2026 Academic year?

Select the dates when classes will begin and end.

Operations Start Date (yyyy/mm/dd) ► \_\_\_\_\_ Operations End Date (yyyy/mm/dd) ► \_\_\_\_\_

Does this school provide continuous intake? (available for secondary schools only)    ☐ Yes      ☐ No

\*Continuous intake means that students may enrol in courses at any time in the school year, with no set graduation schedule.

If yes, does the school expect to issue any OSSDs to students enrolled on a continuous intake basis?    ☐ Yes      ☐ No

Inspection

If the school wishes to offer credits toward the Ontario Secondary School Diploma, the school must request an inspection from the Ministry of Education. This request is required each time the NOI is submitted regardless of when the last inspection occurred.

Inspection Requested?    ☐ Yes      ☐ No

The principal will be given authority to grant credits upon completion of an inspection satisfactory to the Minister. Under subsection 16(7) of the *Education Act*, a fee will be imposed for inspection. Failure to pay inspection fees by the specified due date may jeopardize the private school's credit-granting authority and the scheduling of subsequent Ministry inspections.

Secondary Schools Offering Credits for the First Time

Credits will be offered starting    ☐ September 2025      ☐ February 2026      ☐ July 2026

8. Additional Locations (applicable only to non-inspected schools)

Does the school operate an educational program, under this BSID number, at a location which is different from the School Address entered above?

☐ Yes    ☐ No    If yes, the school must complete a **separate sheet** showing the following for each additional location:

- Name of school
- Principal
- Physical Address
- Telephone Number
- Fax Number

Is this school also licensed as a child care centre under the *Child Care and Early Act, 2014* (CCEYA)?

☐ Yes      ☐ No      If yes, provide CCEYA license number ► \_\_\_\_\_

9. Declarations

Should the school decide to use the Ontario Student Record (note this is compulsory for inspected private schools), the school agrees to:

- Abide by the requirements of the OSR Guideline;
- Forward OSRs to the Ministry of Education if the school closes; and
- Not charge an administration fee for the transfer of the OSR to another school.

☐ Yes      ☐ No

This NOI is being submitted in respect of a single location only.

☐ Yes      ☐ No

All required statistical data within the last 12 months has been submitted and I am aware that the submission of statistical data is a legislative requirement under subsection 16(5) of the *Education Act*. (Not applicable for new schools)

☐ Yes      ☐ No      ☐ Not applicable

This private school's inspection fees are paid, or are no more than 6 months overdue. (Not applicable for new schools and non-inspected schools)

☐ Yes      ☐ No      ☐ Not applicable

☐ I hereby certify to the best of my knowledge and belief that the information on this form is correct. I understand that under subsection 16(9) of the *Education Act*, every person who knowingly makes a false statement in a Notice of Intention to Operate a Private School is guilty of an offence and on conviction is liable to a fine as prescribed. I agree to comply with the obligations of a private school as specified in the Private Schools Policy and Procedures Manual, as may be amended from time to time, and in any current or new legislation or policy as set out by the Ministry of Education. I am aware that a failure to make the above declarations or making false declarations may result in the Ministry not accepting this NOI, in which case the school would not be permitted to operate during the 2025-2026 school year.

Name (Last Name, First Name)	Position	
Original Signature Required		Date (yyyy/mm/dd)