



### APPENDIX 1: Request for Loan of Textbooks

PERSONAL IDENTIFICATION	
Child's full name:	
Quebec Permanent Code:	
Date of birth:	
Parent's full name:	
Address:	
Email address:	
Telephone number:	

Please use one request form per child and check off the textbooks you wish to borrow:  
(The EMSB does not loan out workbooks as these are consumable resources)

Grade 1
<input type="checkbox"/> Math: Nelson Mathematics 1

Grade 2
<input type="checkbox"/> Math: Nelson Mathematics 2

Grade 3
<input type="checkbox"/> Math: Nelson Mathematics 2
<input type="checkbox"/> Science: Science-tech, Book A
<input type="checkbox"/> Social Studies: Places in Time (1, 2, 3, 4)

Grade 4
<input type="checkbox"/> Math: Nelson Mathematics 4
<input type="checkbox"/> Science: Science-tech, Book B
<input type="checkbox"/> Social Studies: Places in Time (5, 6, 7, 8)

Grade 5
<input type="checkbox"/> Math: Nelson Mathematics 5
<input type="checkbox"/> Science: Science-tech, Book C
<input type="checkbox"/> Social Studies: Places in Time (1, 2, 3, 4)

Grade 6
<input type="checkbox"/> Math: Nelson Mathematics 6
<input type="checkbox"/> Science: Science-tech, Book D
<input type="checkbox"/> Social Studies: Places in Time (5, 6, 7, 8)

Secondary 1
<input type="checkbox"/> Math: Panoramath Book A, Vol. 1 & 2
<input type="checkbox"/> Science: Eureka, Book A
<input type="checkbox"/> Geography: Issues & Territories, Book A
<input type="checkbox"/> History: Yesterday to Tomorrow, Book A

Secondary 2
<input type="checkbox"/> Math: Panoramath Book B, Vol. 1 & 2
<input type="checkbox"/> Science: Eureka, Book B
<input type="checkbox"/> Geography: Issues & Territories, Book B
<input type="checkbox"/> History: Yesterday to Tomorrow, Book B

Secondary 3
<input type="checkbox"/> Math: Visions, Vol. 1 & 2
<input type="checkbox"/> Science: Synergy
<input type="checkbox"/> History: Reflections

Secondary 4
<input type="checkbox"/> Math <b>CS&amp;T</b> : Visions, Vol. 1 & 2 or <input type="checkbox"/> MATH <b>SN</b> : Visions, Vol. 1 & 2
<input type="checkbox"/> Science: Observatory 4
<input type="checkbox"/> History: Reflections

Secondary 5
<input type="checkbox"/> Math <b>CS&amp;T</b> : Visions, Vol. 1, 2 & 3 or <input type="checkbox"/> MATH <b>SN</b> : Visions, Vol. 1 & 2
<input type="checkbox"/> Chemistry: Quantum
<input type="checkbox"/> Physics: Quantum
<input type="checkbox"/> Contemporary World: Immediate
<input type="checkbox"/> Finance: Making Sense of Finance 5

**N.B.:** The *Notice of Intent to Homeschool* must be submitted to the EMSB in order to process this request. Please ensure that the *Notice of Intent to Homeschool* is attached to this request, if not already sent.

FOR OFFICE USE ONLY
Date received:
<i>Notice of Intent to Homeschool</i> submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required
Appointment date & time:
Comments:
School board representative:
Date:



## APPENDIX 2: Request for Loan of Laptop

PERSONAL IDENTIFICATION	
Child's full name:	
Quebec Permanent Code:	
Date of birth:	
Parent's full name:	
Address:	
Email address:	
Telephone number:	

Please provide a description of why the laptop is needed. Please be sure to connect the need to the learning activities outlined in the child's *Learning Project*.

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**N.B.:** The *Learning Project* must be submitted to the EMSB in order to process this request. Please ensure that the *Learning Project* is attached to this request, if not already sent.

FOR OFFICE USE ONLY	
Date received:	
<i>Learning Project</i> submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required
School board decision:	
School board representative:	
Date:	



### APPENDIX 3: Request for Use of School Facility

PERSONAL IDENTIFICATION	
Child's full name:	
Quebec Permanent Code:	
Date of birth:	
Parent's full name:	
Address:	
Email address:	
Telephone number:	

Please indicate which school facility is needed and provide a description of the activity (why, how, and when the resource will be used) as well as a list of required materials:

SCHOOL FACILITY	ACTIVITY	REQUIRED MATERIAL(S)
<input type="checkbox"/> Classroom		
<input type="checkbox"/> Library		
<input type="checkbox"/> Science Lab <small>(secondary students only)</small>		
<input type="checkbox"/> Gymnasium		
<input type="checkbox"/> Computer Lab		
<input type="checkbox"/> Auditorium		
<input type="checkbox"/> Art Room		
<input type="checkbox"/> Music Room		

ACCOMPANYING ADULT (if different from above) <small>(maximum two)</small>		
	Adult 1	Adult 2
Full name:		
Address:		
Email address:		
Telephone number:		

**N.B.:** The *Learning Project* and a *Criminal Background Check* must be submitted to the EMSB in order to process this request. Please ensure that both the *Learning Project* and *Criminal Background Check* are attached to this request, if not already sent.

FOR OFFICE USE ONLY	
Date received:	
<i>Learning Project</i> submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required	
<i>Criminal Background Check</i> for accompanying adult(s): <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required	
<input type="checkbox"/> Request authorized <small>Indicate designated school, resource person, date/time of use:</small>	<input type="checkbox"/> Request denied and reason for refusal:
School board representative:	
Date:	



The student and accompanying adult(s) must respect all COVID-19 Santé publique measures.

### Rules and Regulations for the use of the Science Laboratory

- The student must wear the safety glasses provided by the school, unless he or she wears unbreakable glasses that cover the eyes properly.
- Wearing contact lenses is not recommended. The student wearing contact lenses does so at his/her own risk.
- Students with long or medium-length hair must have their hair tied back.
- Sweaters with ties, scarves and long jewellery are prohibited in the laboratory.
- Closed shoes are mandatory in the laboratory. Any student not wearing the appropriate shoes will be refused entry to the laboratory.
- Never touch or taste chemicals. It is important to wash your hands with soap when you leave the laboratory.
- It is forbidden to drink or eat in the laboratory.
- Do not move unnecessarily. Work standing up; do not kneel.
- Report any accident, even a minor one, to the lab technician.
- The student is responsible for the material(s) made available to him/her.
- The workspace and equipment must always be kept clean.
- At the end of the activity, it is important to clean and store the equipment in the area designated by the lab technician.

### Rules and Regulations for the use of the Computer Laboratory

- The student must keep their username and password confidential.
- The student must be respectful of others and not use vulgar, threatening, defamatory language, and refrain from making racist comments online.
- The student must not publish a photo or video without the consent of the people appearing in it.
- Under no circumstances may the student possess or distribute inappropriate content that is violent, hateful, indecent, sexual, or racist or participate in prohibited or illegal activities.

### Rules and Regulations for the use of the Gymnasium

- Use of the equipment must always be under the supervision of an adult.
- The play area must be at a safe distance from the walls.
- The accompanying adult must familiarize himself / herself with the location of the first aid kit before the activity begins.
- Wear running / appropriate athletic shoes at all times in the gym: no wet boots or shoes.
- Wear protective glasses during any activity that involves risks.
- Wear a suitable protective helmet, securely attached and adjusted, if required by the activity.

**N.B.:** The student's access to the school facilities, equipment and/or network, may be withdrawn at any time. The EMSB may take appropriate action as per its applicable policies.

Signature of student:	Date:
Signature of parent:	Date:



## APPENDIX 4: Request for Complementary Service(s)

PERSONAL IDENTIFICATION	
Child's full name:	
Quebec Permanent Code:	
Date of birth:	
Parent's full name:	
Address:	
Email address:	
Telephone number:	

Please indicate which complementary service(s) is needed:

WITH detailed report from a professional	WITHOUT detailed report from a professional
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Guidance Counselor
<input type="checkbox"/> Speech and Language Pathologist	<input type="checkbox"/> GOAL Consultant
<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Special Education Consultant
<input type="checkbox"/> Autism Spectrum Disorder Consultant	

**N.B.:** The *Learning Project* must be submitted to the EMSB in order to process this request.  
Please ensure that the *Learning Project* is attached to this request, if not already sent.

FOR OFFICE USE ONLY
Date received:
<i>Learning Project</i> submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required
School board decision:
Summary of parent's response re: service(s) offered:
School board representative:
Date:



## APPENDIX 5: Request for Evaluations (School Board/Ministry)

PERSONAL IDENTIFICATION	
Child's full name:	
Quebec Permanent Code:	
Date of birth:	
Parent's full name:	
Address:	
Email address:	
Telephone number:	

Please check the required evaluations:

Grade 6		MEQ Uniform Exam
<input type="checkbox"/>	Mathematics 522-610	
<input type="checkbox"/>	English Language Arts 514-600 (reading & writing)	

		MEQ Uniform Exam	EMS Local Exam	EMS Project		
Secondary 4	<input type="checkbox"/>	Mathematics <b>CST</b> 563-414 (C1:local, C2:MEQ)	<input type="checkbox"/>	Français, langue seconde programme <b>de base</b> 634-404	<input type="checkbox"/>	Physical Education 543-402
	<input type="checkbox"/>	Mathematics <b>SN</b> 565-426 (C1:local, C2:MEQ)	<input type="checkbox"/>	Français, langue seconde programme <b>enrichi</b> 635-406	<input type="checkbox"/>	Visual Arts 668-402
	<input type="checkbox"/>	Science & Technology 555-444 (Theory:MEQ, Lab:local)	<input type="checkbox"/>	Environmental Science 558-404	<input type="checkbox"/>	Ethics & Religious Culture 569-402
	<input type="checkbox"/>	History of Québec & Canada 585-404	<input type="checkbox"/>	English Language Arts 632-406		
	<input type="checkbox"/>	Histoire du Québec & Canada 085-404				

		MEQ Uniform Exam	EMS Local Exam	EMS Project		
Secondary 5	<input type="checkbox"/>	English Language Arts 612-536	<input type="checkbox"/>	Mathematics <b>CST</b> 563-504	<input type="checkbox"/>	Contemporary World 592-502
	<input type="checkbox"/>	Français, langue seconde programme <b>de base</b> 634-504	<input type="checkbox"/>	Mathematics <b>SN</b> 565-506	<input type="checkbox"/>	Financial Education 602-522
	<input type="checkbox"/>	Français, langue seconde programme <b>enrichi</b> 635-506	<input type="checkbox"/>	Chemistry 551-504	<input type="checkbox"/>	Entrepreneurship 604-562
			<input type="checkbox"/>	Physics 553-504	<input type="checkbox"/>	Physical Education 543-502
					<input type="checkbox"/>	Visual Arts 668-502
				<input type="checkbox"/>	Ethics & Religious Culture 569-502	

**N.B.:** The *Learning Project* must be submitted to the EMSB in order to process this request.  
Please ensure that the *Learning Project* is attached to this request, if not already sent.

FOR OFFICE USE ONLY			
Date received:			
<i>Learning Project</i> submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required			
Course Code	Date & Time	Location	Contact Person
School board representative:			
Date:			

## **APPENDIX 6 (Rules and Regulations- Science & Technology Laboratory)**

- The student must wear the safety glasses provided by the school, unless he or she wears unbreakable glasses that cover the eyes properly.
- Wearing contact lenses is not recommended. The student wearing contact lenses does so at his/her own risk.
- Students with long or medium-length hair must have their hair tied back.
- Sweaters with ties, scarves and long jewellery are prohibited in the laboratory.
- Closed shoes are mandatory in the laboratory. Any student not wearing the appropriate shoes will be refused entry to the laboratory.
- Never touch or taste chemicals. It is important to wash your hands with soap when you leave the laboratory.
- It is forbidden to drink or eat in the laboratory.
- Do not move unnecessarily. Work standing up; do not kneel.
- Report any accident, even a minor one, to the lab technician.
- The student is responsible for the material(s) made available to him/her.
- The workspace and equipment must always be kept clean.
- At the end of the activity, it is important to clean and store the equipment in the area designated by the lab technician.

Signature of student:

Date:

Signature of parent:

Date:

## **APPENDIX 7 (Rules and Regulations- Computer Laboratory)**

Parents must read this document and discuss it with their child before using the facility.

When using the school's computers:

- You must keep your username and password confidential.
- You must be respectful of others and not use vulgar, threatening, defamatory language, and refrain from making racist comments.
- You must not publish a photo or video without the consent of the people appearing in it.
- Under no circumstances may you possess or distribute inappropriate content that is violent, hateful, indecent, sexual, or racist or participate in prohibited or illegal activities.

Your access to the EMSB's computer equipment and/or network may be withdrawn at any time. The school board may take appropriate action as per its applicable policies.

Signature of parent:

Date:

Signature of student:

Date:



## **APPENDIX 8 (Rules and Regulations-Gymnasium)**

- Use of the equipment must always be under the supervision of an adult.
- Provide a play area at a safe distance from the walls.
- Make sure you know the location of the first aid kit.
- Wear running / appropriate athletic shoes at all times in the gym: no wet boots or shoes.
- Wear protective glasses during any activity that involves risks.
- Wear a suitable protective helmet, securely attached and adjusted, if required by the activity.

Signature of student:

Date:

Signature of parent:

Date:



## APPENDIX 9 (Checklist)

### Make sure you:

1. Advise the MEQ - DEM that you plan to homeschool your child.
2. Send the Learning Project of the child to the DEM and to the school board to which you are attached.
3. Take the following steps to benefit from the support of the school board:
  - a. Register with the school board on your territory by sending them a copy of the Notice of Intent to Homeschool that you submitted to the DEM.
  - b. Submit the following documents to the school board:
    - i. The Ministry's acknowledgement of receipt of your Intent to homeschool your child;
    - ii. The Learning Project and any modifications to it during the year.
  - c. Complete the attached form(s) in the APPENDIX according to the support requested for your child.
    - i. EXAMS imposed by the MEQ;
    - ii. Form: Loan of textbooks;
    - iii. Form: Request Evaluations from (school board or MEQ);
    - iv. Form: Request for access to resources and learning materials;
    - v. Form: Request for access to complementary services;
      1. If applicable, attach a copy of the report of an external professional;
    - vi. Send all of the forms to the address indicated below.
    - vii. A confirmation will be sent to you with information about the service, if applicable.

Contact Address: [Homeschool@emsb.gc.ca](mailto:Homeschool@emsb.gc.ca)

English Montreal School Board (EMSB)  
Homeschooling office (Room 239)  
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