

SCHOOL ENROLMENT DECLARATION FORM

This form must be filled out on-line using the SHSAA website forms section (www.shsaa.ca).

YOUR COOPERATION IS REQUIRED

This form **must** be filled out on-line. Each high school Principal has been issued a User I.D. and Password which allows for access to the SHSAA Forms section on the SHSAA website www.shsaa.ca

Follow these directions:

- Go to www.shsaa.ca
- On the left hand side of the page you will see SHSAA Quick Links: Click on [ExNet Login](#)
- Enter your school User ID.
- Enter your school password.
- Select [School Enrolment Registration](#) Form.
- Check that your school information is correct, if not please edit.
- Scroll down to see the enrolment table.
- In row 1, click in the first open box and enter the number of students in each grade (you can use the TAB key to move from box to box). These numbers must be the same as those recorded on the principal's September statistical report.
- In row 2, enter the number of ineligible students (An explanation of eligible students is located on the next page of the Handbook or on-line by clicking [Need help with this form?](#)
- Click on [Save Enrolment Declaration](#).
- You will be sent to a message screen that indicates the status of your submission. Click on [Return to Enrolment Declaration](#) to view the calculated Net Total.
- **Reminder: the ability for schools to file this form on-line is only activated during the last week of September and the first week of October.**

Student enrolment numbers as of September 30th of the PREVIOUS school year.

* Please READ the reverse side of this form prior to filing on-line.

ELIGIBILITY REQUIREMENTS

- a) In any school year participation in activities organized or sponsored by the Association or by any Member of the Association shall be open to any high school student:
 - i) whose principal certifies that the student meets the eligibility requirements of the Association as set out in clause (b); and
 - ii) who is not otherwise ineligible pursuant to the bylaws or policies of the Association.
- b) The eligibility requirements of the Association are that, in any school year, each student:
 - i) must be enrolled in Grade 9 through 12 during that school year, and
 - ii) must not hold a Grade 12 certificate as of September 1 of that school year, and (Note: In the case of foreign students, completed high school in the country of origin.)
 - iii) must be within the period of eligibility as set out in these bylaws.

PERIOD OF ELIGIBILITY

1. Students shall be eligible to participate in activities organized or sponsored by the Association for a period of a maximum of three consecutive school years or 6 consecutive semesters.
2. The period of eligibility shall commence at the earlier of:
 - a) the first day of the school year in which the student enters Grade 10; or
 - b) the first day of the school year in which the student was sixteen years old on September 1st.

CLASSIFICATION OF SCHOOLS

1. For the purposes of this section, enrolment shall be taken from Saskatchewan Education enrolment figures for each school as of September 30 in each school year.
2. Each school must file a completed School Enrolment Declaration (Form E-10) on September 30th and return to the SHSAA Office by **October 4th**. Penalty for late filing of this form shall be \$50.00.
3. *Schools will be classified based on the number of eligible students enrolled in Grades 10-12 of the previous school year.* Eligible students are those students within the period of eligibility as set out by these bylaws and do not hold a Grade 12 certificate as of September 1st.

SEE PAGE 40 OF THE SHSAA HANDBOOK (CLASSIFICATION OF SCHOOLS) FOR THE CURRENT CLASSIFICATIONS OF EACH ACTIVITY

NOTE: In the event that the number of ineligible students listed on an enrolment declaration results in the school being placed in a lower classification, the principal of the school will be required to forward a list of ineligible students to the SHSAA office, including the reason the students have been declared ineligible (graduate, more than 3 years).

Saskatchewan High Schools Athletic Association
 #1 – 575 Park Street
 REGINA SK S4N 5B2
 306-721-2151