

STUDENT REGISTRATION DOCUMENTATION REQUIREMENTS

Student Name: _____ Student #: _____

Documents

Student Registration Checklist

The following documentation is required in order to process your application.

WSD Student Registration Package

- | <i>Date Requested</i> | <i>Received</i> | |
|-----------------------|-----------------|--|
| _____ | _____ | Completed and signed Student Application for Registration |
| _____ | _____ | Completed and signed student consent form |
| _____ | _____ | Indigenous Identity Declaration EIS Data Collection |
| _____ | _____ | Copy of transcript of most recent report card from previous school (if applicable) |

Proof of child's age and legal name (provide one of the following):

- | | | |
|-------|-------|--|
| _____ | _____ | Birth Certificate |
| _____ | _____ | Certificate of Live Birth |
| _____ | _____ | Treaty Card |
| _____ | _____ | Passport (along with proof that the birth certificate has been applied for) |
| _____ | _____ | Manitoba Medical Card (not for legal name) |
| _____ | _____ | Statutory Declaration |
| _____ | _____ | In the event the family does not have any of the options listed above, they must submit proof that the birth certificate has been applied for. For example: A letter from an assistance agency or receipt from Vital Statistics. |

Proof of residency (provide one of the following at the time of registration):

- | | | |
|-------|-------|---|
| _____ | _____ | **Property Tax assessment (primary residence ONLY) |
| _____ | _____ | Accepted offer to purchase |
| _____ | _____ | **Rental/lease agreement |
| _____ | _____ | Child Tax Benefit Statement with address (accepted provided none of the above can be presented) |
| _____ | _____ | For families who do not own/rent the property and are living with a WSD resident, along with proof of the WSD address and a letter from the property owner/property manager, the parent must provide some form of ID (Manitoba Health card not acceptable) with the registration address i.e. cell phone bill, utility bill, drivers licence or mail from the CRA |
| _____ | _____ | <i>**Required for nursery registrations</i> |

Health Insurance

- | | | |
|-------|-------|--|
| _____ | _____ | Manitoba Health number for child (9 digit) (Out of province medical cards are only valid for 90 days after move) |
|-------|-------|--|

School of Choice (SOC) Form

The SOC form is required for all non-resident students, including those in CFS care. Registrations should not be processed until this form is filled out

Custody/Guardianship documents (if applicable)

- | | | |
|-------|-------|---|
| _____ | _____ | Court Order document signed by a judge |
| _____ | _____ | Child in Care form - under no circumstances should students be registered until you have this form |
| _____ | _____ | No Contact Orders for anyone legally prohibited from being near the student |
| _____ | _____ | For students not living with biological parents, proof of legal guardianship must be provided |
| _____ | _____ | Section IV Waiver: Waiver Form filled out and signed by the Legal Guardian |
| _____ | _____ | Section V Waiver: Waiver Form filled out and signed by the Temporary Guardian and CFS support worker |

If someone other than the biological parent comes in to register a student and they do not have guardianship documents please contact the enrolment clerk