



STUDENT REGISTRATION DOCUMENTATION REQUIREMENTS

Student Name: _____ Student #: _____

Documents

Student Registration Checklist

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

Date Requested *Received*

WSD Student Registration Package

- _____ 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
- _____ Passport
- _____ Manitoba Medical Card (not for legal name)
- _____ Statutory Declaration

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

*****Required for nursery registrations***

Citizenship

- _____ Birth certificate
- _____ Passport
- _____ Treaty Card
- _____ Permanent Resident document from IRCC

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**
- _____ For students of divorced or separated parents
- _____ For students not living with biological parents, proof of legal guardianship must be provided

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