



# STUDENT REGISTRATION DOCUMENTATION REQUIREMENTS

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

**Documents**

Received Requested

**Student Registration Checklist**

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

**WSD Student Registration Package**

- \_\_\_\_\_ \_\_\_\_\_ Completed and signed Student Application for Registration
- \_\_\_\_\_ \_\_\_\_\_ Completed and signed student consent form
- \_\_\_\_\_ \_\_\_\_\_ Aboriginal 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)

**Custody/Guardianship documents (if applicable)**

- \_\_\_\_\_ \_\_\_\_\_ Court Order document signed by a judge
- \_\_\_\_\_ \_\_\_\_\_ For students of divorced or separated parents
- \_\_\_\_\_ \_\_\_\_\_ For students **not** living with biological parents, proof of legal guardianship must be provided



# STUDENT REGISTRATION DOCUMENTATION REQUIREMENTS

## Documents

### TEMPORARY RESIDENT STUDENT REGISTRATION CHECKLIST

*Received Requested*

All documents from WSD Student Registration Package (page 1) plus the following:

**Temporary Resident-parent work permit (are not to be registered in Mayet until they are approved by the Enrolment Department)**

Parent’s work permit (must be valid to the next natural break in the school year i.e. Christmas, Spring Break & June 30th)

Proof of employment

Parent’s and child’s passports

Child’s visitor record or study permit (must be valid to the next natural break in the school year)

Child’s birth certificate

Health insurance-Manitoba Health or \*\*private travel health insurance (do not accept other province’s health cards as they are no longer eligible for that coverage)

**Temporary Resident-parent study permit (are not to be registered in Mayet until they are approved by the Enrolment Department)**

Parent’s study permit (must be valid to the next natural break in the school year)

Proof of parent’s enrolment to educational institution and proof of payment for course(s)

Parent’s and child’s passports

Child’s visitor record or study permit (must be valid to the next natural break in the school year)

Child’s birth certificate

Health insurance-Manitoba Health or \*\*private travel health insurance (do not accept other province’s health cards as they are no longer eligible for that coverage)

**\*\*For private health insurance please enter the policy number and expiry date in the “health concerns” box under the medical tab in Mayet. Please also enter the expiry date under the custom tab so it is searchable. Students without Manitoba Health coverage cannot begin until private medical insurance is provided and that coverage must cover student until the next natural break i.e. Christmas, Spring Break**

### Refugee

Refugee Protection Claimant Document and determine if registrant is a refugee claimant, government sponsored or privately sponsored refugee

Child’s passport

Health insurance-Mb Health or \*\*IFHP (Interim Federal Health Program-refugee claimants often have IFHP which is indicated on their refugee claimant paperwork)

**\*\*If eligible for IFHP please indicate in the “health concerns” box under the medical tab in Mayet. Please also enter the expiry date under the custom tab so it is searchable.**

\*\*\*IF STUDENT IS 18 OR OLDER BY DECEMBER 31<sup>ST</sup>, THEY ARE NOT ELIGIBLE FOR FUNDING

If attending a Manitoba school for the first time, or had previously attended but were not eligible for provincial funding at the time, please direct these registrations to the international student program

**Please note temporary residents and refugees are not eligible for School of Choice funding**

Please forward copies of the above documents to the Enrolment Department *prior* to registering the student. For more information regarding the above listed documents please contact: Enrolment Clerk, 204-789-0489 or email at: [enrolmentsection@wsd1.org](mailto:enrolmentsection@wsd1.org)

***For school office use only:***

<u>Mayet</u>	<u>Date Completed</u>
Temporary resident paperwork approved by Enrolment Department	_____
Registration form entered	_____
Legal name entered into Mayet as per the legal documents	_____
Private travel health insurance company name, plan number and expiry date entered into the health concerns box under the Medical and Custom tabs in Mayet (if applicable)	_____
CUM file requested	_____
Request for transportation form submitted	_____