

School Registration Information

Currently attend a WSD school?

- Application completed including signature of parent/guardian
- Proof of address **IF** there's been a move
- Course sheet for grade student is applying for

Live in WSD but new to the division? (provide a copy or send through Email)

- Application completed including signature of parent/guardian
- Student's legal full name (Birth certificate)
- Citizenship (immigration documentation)
- Transcript/most recent report card from current/previous school attended
- Course sheet for grade student is applying for
- Health card
- Proof of current address (Copy of first page of lease/rent/mortgage agreement)

Non-Resident Student who has never attended a WSD school?

- Application completed including signature of parent/guardian
- Student's Legal full name (Birth certificate)
- Transcript/most recent report card from current/previous school attended
- Course sheet for grade student is applying for
- Health card
- School of Choice form and a Non-Resident Form
- Acceptance is based on numerous factors including program, grade request, space availability and class size

Please note this is the link to the [Kelvin Application Form](#). Please print and sign the application where required and then email it directly to Kelvin at kelvin@wsd1.org with the required documentation.

If you are unable to print or scan the above noted documents, please contact Kelvin directly at 204-474-1492.

ONLINE COURSE APPLICATION INSTRUCTIONS

Preparation:

1. To find the course handbook go to the Kelvin webpage.
 - bit.ly/kelvinhandbook
2. Review the graduation requirements on page 9 of the course handbook.

Registration Process

Please use Chrome, Firefox or Safari as your browser

1. In your browser go to the Kelvin High School website and under the “Academics & Classes” tab select Online Registration 2021-2022.
2. Registration instructions and handbook are also posted on the Kelvin website under Academics and Classes. Please read through/print the instructions document before logging in.
3. Students login using their school computer login Username WITHOUT THE @live.wsd1.org (Eg. clongs1) Password is their student number (Eg. 900...)

Once logged in read the **Terms and Conditions** page. These must be accepted in order to proceed.

Begin with the **Pre-Registration tab**.

1. Select **Academic Year** (2021-2022) and **School** (Kelvin).
2. Leave **Program** and **Vocation blank**.
3. Click on **Add Preregistration**.
IMPORTANT: DO NOT CLICK FINALIZE PRE-REGISTRATION.

Move to the next tab called **Course Requests**.

1. Select **Preregistration School** (Kelvin—grade) and **Graduation Diploma** (English, French Immersion).
 - If you are **currently enrolled in grade 9** and **hoping to study in the IB program**, choose English or French Immersion program. (Once accepted to IB, Kelvin will change the program.)
 - For current IB students, select English program.
 - Ensure that the diploma you have selected is accurate.
 - Students may view courses they have already taken and courses still required for graduation in the **Grad Course Requirement and Course History** tab.
 - Course descriptions can be found in the Kelvin handbook online.
 - Remember, many courses have prerequisites. They are listed along with course descriptions in the course handbook.
2. Begin selecting your compulsory courses (these are the non-elective courses that you need to graduate). Fill in each box and click the **Add Compulsory** button when done. If filled out correctly the courses you have selected will now be listed underneath the dropdown boxes with a red X beside them. **If you select incorrectly, click the red x beside it and then select the appropriate course.**

PLEASE NOTE: *Grade 9 students wanting IB in grade 10 are to select only their English compulsory course (ENGB2F), and then Finalize Registration.

3. Go to **Course Request tab** and choose **Optional Course Selections**.
Using the **Course Code Description** drop down menu you can select a specific course. Specify the semester ONLY if you need to take courses in order (ex. Gr 10 Science Semester 1, Grade 11 Biology Semester 2). After each optional course selection, click **Add** to save your request.
4. Review all of your choices keeping in mind graduation requirements and your course history, and any potential post-secondary requirements.

IMPORTANT

Be sure your parent/guardian approves your course selections.

When you are finished, select **Finalize Preregistration**.

A reminder window will appear warning you that **no changes can be made** after you select the finalize button.

Press OK.

1. To print your application click on **Report** at the top of the page.
2. Select the first option: **Registration and Course Request Form – Kelvin.**
3. **PRINT ALL 6 PAGES:**
 - Back to back if possible.
 - If you do not have a printer, you can use the printer in the library.
4. **IMPORTANT: Have your guardian/parent review the personal information.**
 - Please **use pen** to write directly on the page **to update personal information.**
 - If there are any changes in custody or status within the home, please be sure to inform the guidance office and provide legal documentation.
5. Then, **have your parent/guardian:**
 - **Sign both pages of the application.**
 - Complete and **sign** the **Aboriginal Identity Declaration** or the **Ancestral Identity** pages if applicable.
 - Complete and **sign** the **Informed Consent**, the **Online Information Resources** and the **Additional Health Concerns** pages.
 - That is **6** possible **parent/guardian signatures** and **1** possible **student signature** in total.
6. **Grade 8 students**, hand in your paperwork to **your guidance counsellor or your school office.**
7. **Grade 9-11 students**, hand all paperwork to **the Kelvin school office.**

COMPLETING THE ONLINE PORTION DOES NOT MEAN YOU ARE REGISTERED!

YOU MUST **HAND IN:**

- THE SIGNED PAPER COPY OF THE APPLICATION (2 sheets)
- THE ABORIGINAL IDENTITY DECLARATION
- THE ANCESTRAL IDENTITY SHEET/ADDITIONAL HEALTH CONCERNS
- THE INFORMED CONSENT SHEET
- ONLINE INFORMATION RESOURCES
- ALL PAGES MUST BE SIGNED BY A GUARDIAN/PARENT**

If you have any questions, please call the Guidance Department at 204-474-1156.