

Student Registration Documentation Requirements

All families registering in a Winnipeg School Division School should bring the following required documents to the school as part of the registration process. Applications cannot be processed without these documents.

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

- ☐ Birth certificate or certificate of live birth
- ☐ Treaty card
- ☐ Passport (along with proof that the birth certificate has been applied for)
- ☐ Official letter from an assistance agency or receipt from Vital Statistics showing the application has been made

Proof of residency (provide one of the following):

- ☐ Property tax assessment (for primary residence ONLY)
- ☐ Accepted offer to purchase
- ☐ Rental/lease agreement
- ☐ Child tax benefit statement with address (if rental agreement is unavailable)

Health insurance

- ☐ Manitoba health card with your child's 9 digit number listed
 - ☐ Out of province medical card with proof Manitoba health has been applied for
- For refugees please see below*

Custody/Guardianship documents (if applicable)

- ☐ Court order document signed by a judge
 - ☐ Child in Care form
 - ☐ Protection orders for anyone legally prohibited from being near the student
- For alternative care arrangements please contact the Enrolment Section of the Winnipeg School Division*

Permanent residents (if applicable)

- ☐ Confirmation of permanent residence document
- ☐ Permanent resident card

Refugees (if applicable)

- ☐ Refugee protection claimant document
- ☐ Acknowledgement of claim and notice to return for interview (issued within the last calendar year)

All refugees are covered under IFHP (Interim Federal Health Program). This will be listed on their immigration document

Report Card

- ☐ Most recent report card
- ☐ Grade 10 -12 transcript (If documents are in a language other than English, you must provide the documents in the original language, as well as a certified/notarized literal English translations).

The names listed in the Winnipeg School Division's student information system are what is listed on the student's final transcript. If the name on the student's transcript is not their legal name this can cause problems for the student in the future due to inaccurate documents.

Per the Public Schools Act residency is based on the legal guardian's primary residence. The Winnipeg School Division requires one of the documents listed on this form as proof of primary residence.

In the event of an emergency it is important that this information is correct so it can be given to medical professionals and there is no delay in your child's treatment.

Legal guardianship requires additional documentation from a court or agency.

All names on the required documents must be the same. If different, please provide legal documentation showing the name change.

If there is any change to your immigration status after registration, please inform the school.

If you are unable to provide the school the requested documents please contact the Enrolment Section of the Winnipeg School Division 204-775-0231.