



To: Parent/Legal guardian of the perspective Winnipeg School Division student

Please contact our Enrolment Section to schedule an intake meeting and complete your child's registration: [enrolmentsection@wsd1.org](mailto:enrolmentsection@wsd1.org) or 204-789-0489.

The following documents will be required for all registrations:

- Your child's student permit or visitor record
- Your child's passport
- Your child's birth certificate
- Documents from student's previous school
  - Most recent report card for grade 1-8 students
  - High school transcripts for grade 9-12 students
- If your child has a medical condition which will require extra supports while attending school, please bring all relevant diagnosis documentation
- Legal guardian's student and/or work permits
  - If the legal guardian is on a student permit, then one of the following is required:
    - A letter of enrolment from the school's registrar showing your program and the program's length
    - Receipt issued by your post-secondary institution for the current or upcoming semester
    - To qualify for a tuition-fee exemption, courses must be at the post-secondary level and at least six months in length
  - If the legal guardian's work permit states they can only work for a specific employer, then proof of employment from that specific employer is required
- Legal guardian's passport
- Proof of address
  - If you rent: a rental agreement
  - If you own: an accepted offer to purchase or property tax bill
- Valid medical insurance for your child
  - If the family is not eligible for Manitoba Health, then insurance can be purchased through a private insurance company

Please note:

- All documents must be translated into English
- If required, please bring an interpreter at your own cost
- If you are missing documents, we will assist you where possible