



# STUDENT REGISTRATION DOCUMENTATION REQUIREMENTS

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

## Documents

### 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  |
| _____ | _____ | 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