



Students within divisional boundaries should be registered promptly unless circumstances arise where the family situation of the student may be such that additional documentation is required to satisfy any concerns regarding the student's registration eligibility.

The procedures attached to this policy set out the documentation which will be required of a parent, guardian, or child welfare agency in order to register a student in the Prairie Rose School Division.

### **Procedures for Parents**

In order to register a student within the Prairie Rose School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

- A completed Prairie Rose School Division registration form;
- A birth certificate or a Manitoba Health Card listing the parent as the parent of the student;
- Proof the student is a resident with the Prairie Rose School Division which may take form of a Manitoba Health Card, the parent's driver's license, most recent property tax statement, or current tenancy agreement; and
- Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered within the school division.

### **Procedures for Custodial Parents**

Definition – A custodial parent means the parent of a child who has an order of custody authorizing the parent to make decisions on behalf of the child.

In order to register a student within the Prairie Rose School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

- A completed Prairie Rose School Division registration form;
- A birth certificate or a Manitoba Health Card listing the custodial parent as the parent of the student;
- Proof the student is a resident with the Prairie Rose School Division which may take form of a Manitoba Health Card, the custodial parent's driver's license, most recent property tax statement, or current tenancy agreement;
- A copy of the court order granting custody to the custodial parent;
- A non-custodial parent will not be permitted to register a student without the court order granting custody to the custodial parent, the written authorization of the custodial parent, and proof satisfactory to the Prairie Rose School Division that the student is a resident; and
- Upon the foregoing documentation being provided and the same being in a form that is satisfactory to the principal, the child may be registered with
- Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered within the school division.



### **Procedures for Guardians**

Definition – A guardian means a person who has a private order of guardianship granting the person legal authority to make decisions on behalf of the child.

In order to register a student within the Prairie Rose School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

- A completed Prairie Rose School Division registration form;
- A birth certificate or a Manitoba Health Card identifying the student;
- Proof the student is a resident with the Prairie Rose School Division which may take form of a Manitoba Health Card, the guardian's driver's license, most recent property tax statement, or current tenancy agreement;
- A copy of the court order awarding guardianship to the guardian; and,
- Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered within the school division.

### **Procedures for Students Placed by Social Agencies**

In order to register a student within the Prairie Rose School Division, please refer to **Procedures – Students Placed by Social Agencies**.

### **Procedures for Non-Resident Students**

Definition – Non-Resident student means a student who does not reside in the Prairie Rose School Division catchment area but who otherwise qualifies for funding under a provincial or federal program and is eligible to transfer into the Prairie Rose School Division.

A non-resident student, as per definition, who seeks to be registered must submit to the school principal the following:

- A completed Prairie Rose School Division registration form;
- A birth certificate or a Manitoba Health Card listing the parent as the parent of the student, or satisfactory legal proof of guardianship;
- Contact information for parent or guardian;
- Contact information for an adult with whom the student will be residing and an authorization signed by the parent or guardian permitting the school to share information in relation to the student with the adult with whom the student will be residing.