

## Student Registration Process Quick Reference Chart

YES ✓

NO ✗

### CONFIRM SCHOOL LOCATION

(using Baragar School Locator)

Is the student registering within the correct school attendance boundary?  
Verify their place of residence (e.g. driver's license, recent utility bill)



Send student/family to the correct school  
**OR**  
instruct family to complete an **Outside of Attendance Area Form** to submit to the Division Office



### CONFIRM RESIDENCY

Is the Parent/Legal Guardian or the student a Canadian citizen or permanent resident?



### COLLECT COMPLETED REGISTRATION FORM AND ENTER STUDENT INFORMATION IN MYSCHOOLSASK

- According to The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP) we are not to retain copies of birth certificates, health cards, passports, certificate of permanent residents or immigration papers.
- **It is important to verify that the information on the legal document matches the information on the registration form.**
- The preferred School Messenger phone number is to be entered in the Home Phone Number field in MySchoolSask.

Refer to **Non-Canadian Born Students Decision Tree**

Does the student fall under the **Canada-Ukraine Authorization for Emergency Travel (CUAET)** program? (to be confirmed by the SWIS worker)



Select **CUAET** in MSS  
(Membership > Programs > Dictionary icon > Option > Add > Select Program - CUAET > start date > Save)

### DOES THE STUDENT RESIDE ON A RESERVE?

Verify:

- **Indian Registry No.** (for ages 7 & up only)
- **Reserve of Residence**
- **Band Affiliation**

\*Ensure this information is entered in MSS



### IS THERE A CUSTODY ORDER IN PLACE?

Securely, place a copy of the custody order in the student's cumulative folder. Enter an Alert in MSS.



### DOES STUDENT HAVE ANY MEDICAL RESTRICTIONS?

Administrator or designate to notify Student Services Consultant.



### ARE LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME?

- Administrator or designate to contact Susan Drader, EAL Coach
- Refer to **EAL Registration Procedure Checklist** in the portal



### DOES THE STUDENT REQUIRE BUS TRANSPORTATION?

- Ask the family to complete either the **Rural Bus Form** or the **Urban Bus Form**
- Submit completed form to the Transportation Department.



### ARE THEY ENTERING PREKINDERGARTEN OR KINDERGARTEN?

Have parent complete the **Prekindergarten/Kindergarten Sharing of Information Consent Form.**