

**Checklist of original documents required for registration**  
(Any missing documents may delay the registration process)

**1. Student's Original Birth Certificate** (Shows parent names with certified translation to English if needed)

**2. Proof of legal status in Canada (student)**  
(Please bring the original)

• **For new immigrant /worker / student / refugee / diplomat, please bring:**

- Permanent Residence Card(s) and passport(s) or
- Landing Paper and passport(s) or
- Work Permit and passport(s)--with parent(s)' employment letter or
- Study Permit and passport(s)--with parent(s)' program admission letter or
- Refugee Claimant Paper or
- Diplomatic Card and passport(s)

• **For Canadian(s), please bring: passport / citizenship card / birth certificate.**

**3. Proof of address and local phone number**

- Purchase agreement if you have just bought a new home
- Formal rental or lease agreement / recent power, cable or telephone bill

OR

**4. Proof of immunization** (records since birth with certified translation to English if needed)

**5. Proof of Medicare or medical insurance** (for the duration of studies)

**6. Previous School Record** (with certified translation in English if needed)

- **K to 8** – Report cards for the most recent academic year
- **High School** – All report cards/transcripts from grade 9

**7. Any other relevant documentation like a court order involving guardianship, divorce, separation, Parental Consent to Travel or a custodial agreement (form can be found at -- <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/pub/custodian-parent.pdf> ) , etc.**

**\*PLEASE NOTE:** Once you have completed the student registration, IWC staff will process the file for your catchment school. Please be advised that for a student with **Special Needs**, the registration may take longer to process with pertinent documentation to implement appropriate supports.

1. Registration



2. Intake assessments



3. School entry