



Administrative Procedure 6040

Registration of Students

Board Governance Policy Cross Reference: [1](#), [12](#)

Administrative Procedures Cross Reference:

[Admission of Non-Resident Students](#)

Form Cross Reference:

[Registration of Students – Parent/Guardian Permission for Responsible Adult](#)

[Registration of Students – No Parent/Guardian Permission for Responsible Adult](#)

[Students in Care – School Intake Information Form](#)

Legal/Regulatory Reference:

[Education and Child and Family Services Protocol for Children and Youth in Care](#)

[The Child and Family Services Act](#)

[The Child and Family Services Authorities Act](#)

[The Public Schools Act](#)

Date Adopted: March 2013

Amended: May 2019; September 2025

The Brandon School Division recognizes that all students within the Division who qualify to be registered as students of the Division should be registered promptly. However, circumstances arise where the family situation of the student may be such that additional documentation is required to satisfy the Division that the student is eligible for registration.

The Division recognizes the benefit of defining the documentation required and which will be considered acceptable by the Division when registering students in the Division.

The following procedures set out the documentation that will be required of a parent, guardian or child welfare agency in order to register a student in the Division.

Definitions

“Agency” means a child and family service agency established and governed by The Child and Family Services Act or The Child and Family Services Authorities Act.

“Decision-Making Parent” means the parent of a child who has a court order authorizing the parent to make decisions on behalf of the child.

“Guardian” means a person who has a court order of guardianship granting the person legal authority to make decisions on behalf of the child.

“Non-Decision-Making Parent” means a parent who does not have an order authorizing the parent to make decisions on behalf of the child.

“Parent” means the natural or adoptive parent of a child but excludes a non-decision-making parent.

“Resident” means a “resident” as that term is defined in the Public Schools Act.

“Resident Pupil” means a “resident pupil” as that term is defined in The Public Schools Act, and includes a child living with a parent, guardian or responsible adult who is a resident, and a child whose parent or guardian is a member of a visiting force, holds a work or study permit, or where the child or the parent or guardian of the child is a refugee.

“Responsible Adult” means a resident who is the age of majority, who has a child living with them to whom they are neither the parent nor legal guardian and are capable of providing care and control of the student. They are an adult who has been designated by the student’s parent/legal guardian in most cases to provide day-to-day care for the student. In some limited cases, they can be an adult providing day-to-day care for a student who has no contact with their legal parent/guardian.

“School Intake Information Form” means the “Students in Care - School Intake Information Form” established pursuant to the “Education and Child and Family Services Protocol for Children and Youth in Care” published by Healthy Child Manitoba, revised May 2013, and any successors thereof.

Policy

Subject to The Public Schools Act, the Division will register Resident Pupils.

Procedure For Parents

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

- a completed Brandon School Division registration form;
- a birth certificate or a Manitoba Health Card; and
- proof the student is a resident within the Division, which may take the form of the parent’s driver’s license, most recent property tax statement, or current tenancy agreement;

Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

Procedure For Decision-Making and Non-Decision-Making Parents

To register a student within the Brandon School Division, the following information will be provided to the principal at the school where the child is sought to be registered:

- a completed Brandon School Division registration form;
- a birth certificate or a Manitoba Health Card;
- proof the student is a resident within the Division, which may take the form of a Manitoba Health Card, the decision-making parent's driver's license, most recent property tax statement, or current tenancy agreement;
- a copy of the court order granting decision-making authority to the parent; and
- a non-decision-making parent will not be permitted to register a student without providing the court order granting decision making authority to the decision-making parent, the written authorization of the decision-making parent, and proof satisfactory to the Division that the student is a resident, or on providing a court order showing that the non-decision-making parent has parenting time with the student and proof satisfactory to the Division the student resides with the non-decision-making parent who is a resident, having provided proof of residency, satisfactory to the Division.

Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

Procedure For Guardians

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

- a completed Brandon School Division registration form;
- a birth certificate or a Manitoba Health Card;
- proof the student is a resident within the Division, which may take the form of the guardian's driver's license, most recent property tax statement, or current tenancy agreement; and
- a copy of the court order awarding guardianship to the guardian.

Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

Procedure for Students Living with a Responsible Adult

To register a student within the Division who is in the care of a responsible adult, the following information and forms will be submitted to the principal at the school where the child is sought to be registered:

- a Brandon School Division registration form completed by the parent or guardian. This will include proof of residency in Brandon of the responsible adult;
- a birth certificate or a Manitoba Health Card;
- Form 6040 – Registration of Students with Parental Consent – Parent/Guardian Permission for Responsible Adult - specifying that the parent or guardian gives approval for the child to live with a Brandon resident, attesting that the person lives in a Brandon school catchment, and confirming who shall give consents and receive information in relation to the child. The responsible adult will be required to provide an attestation as to their knowledge of the whereabouts of the parents/guardians and the basis upon which they have taken over responsibility for the child;
- all court orders would take precedence over a responsible adult arrangement.

Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

If the student is disengaged from their parents/legal guardians or the parent cannot be contacted, the principal should contact their Assistant Superintendent for clarification.

Procedure For Child Welfare Agencies

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

- a completed Brandon School Division registration form;
- a completed Students in Care - School Intake Information Form, which comprehensively identifies any special needs of the student, any pertinent history of the student, the name of the placing agency, the case manager, and the legal guardian status, as well as the contact information for the person authorized to make medical and other decisions on behalf of the child;
- a completed Child in Care form as prescribed by the Province of Manitoba;

- The legal authority placing the student with the agency, which may consist of one of the following:
 - a copy of the court order granting temporary or permanent guardianship to the Agency;
 - in the case of a voluntary surrender of guardianship by the parent, a copy of the placement agreement between the parent and the Agency; or
 - in the event that the student has been apprehended and a court order has not yet been issued, a letter signed by the CEO of the Agency verifying that the child has been apprehended, stating the date of apprehension and stating when the matter is first scheduled to appear before the Court with an undertaking to provide the court order to the Division as soon as it is issued.
- The agency may redact from any of the foregoing documents, information which does not relate to the child, or which is not relevant for the purposes of providing education to the child, subject only that the documents must verify the date the guardianship was assumed by the Agency and the name and the birth date of the child.

Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

Change of Status

In the event that there has been a change in status, a change of guardianship, or a voluntary placement agreement and/or apprehension has resulted in the issuing of a temporary or permanent order of guardianship, the Division may request, and the agency shall provide a copy of the court documentation.

In the event that the child is transferred from one foster placement to another, the agency shall provide updated contact information for the child within five (5) days of the change of foster home.

Non-Resident Students

The procedures herein must be read in conjunction with the Administrative Procedure Admission of Non-Resident Students.

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