

Student Registration Process Quick Reference Chart

Confirm Residency

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

YES



NO



Refer to [Non-Canadian Born Students Decision Tree](#)

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)

YES



NO



Send student/family to the correct school

OR

Instruct the family to complete an [Outside of Attendance Area Form](#) to submit to the Division Office

Collect completed registration form and enter student information in Maplewood

- 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, transcripts, 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 Synvoice phone number is to be entered in the Home Phone Number field in Maplewood



Is there a custody order in place?

YES



Scan and upload custody agreement to Maplewood's multimedia tab.



NO



Does student have any medical restrictions?

YES



Administrator or designate to notify Student Services Coordinator



NO



Is English the only language spoken at home?

YES



- Administrator or designate to contact Susan Drader, EAL Coach
- Refer to EAL [Registration Procedure Checklist](#) in the portal



NO



Does student require bus transportation?

YES



- Ask the family to complete either the [Rural Bus Form](#) or the [Urban Bus Form](#).
- Submit completed form to the Transportation Department.

July & August months

(while the school is closed):

Student registration will take place at the Fairview Education Centre

- Student information will be entered into Maplewood and transportation arrangements will be made by Central Office staff.
- Completed registration forms will be sent to the school before school start up.

If you have any questions, please contact Heather Morris at 306-786-5501 or heather.morris@gssd.ca

Foundational Statements

Motto

Students Come First

Mission

Building Strong Foundations to Create Bright Futures

Vision

Learning Without Limits ... Achievement For All

Values

Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance

Aspirational Statements

- Student Learning & Well-being
- Equitable & Balanced Opportunities
- Accountability for All
- People Engagement
- Sustainable Infrastructure