



Documentation required for registration

To register your child for the **2022-2023** academic year
We require the following in order to apply for your child's **Quebec Permanent Code Number**:

***** For faster processing please provide your own copies and provide original documents so that we may verify authenticity *****

1) Documents for **New Student**:

- 5 copies of the **Long form Birth Certificate**
- 2 copies of *Eligible Parent's* **proof of Citizenship** (Canadian Birth Certificate or Valid Canadian Passport)
- 2 copy of *Eligible Parent* **Quebec Permanent Code (Studied in Quebec)**
or
- 1 copy of *Eligible Parent* **Attestation from English Elementary Education, Gr.1-6 (Studied in another province)**
- **If the Child was born outside of Canada:**
2 copies of their Canadian Citizenship (front & back)
- 1 copies of the **Medicare Card**
- 1 copy of the **Vaccination booklet**

2) If student is already eligible:

- 5 copies of the child's Eligibility
- 2 copies of Long form Birth Certificate
- Most recent Report Card- **MANDATORY** (Grades 1-6 Only)

*** If registration was completed at the board, please give us a copy of the board application and the original documents that were provided. Along with your photocopies of the documents requested ***

- ❖ If you're here on a work permit, make an appointment at the schoolboard via the online registration platform: <https://www.emsb.qc.ca/emsb/admissions/eligibility/office>
- ❖ For ALL questions regarding eligibility, please contact the registration department of EMSB at (514)-483-7200, ext. 7248 ***

The link to sign up will be available on our school website as of January 24th, 2022 at 7am. You may reserve a spot for your upcoming Kindergarten child through the link www.emsb.qc.ca/reserve Once you have reserved a spot for your child, we will be contacting you for an appointment with our office staff to complete the registration and bring in the original documents. Here is the secondary **link to register NEW children from all the other grades (1 to 6)** <http://willingdon.emsb.qc.ca/willingdon/registration/register-for-school-at-willingdon>. Registration for **new students of grades 1 to 6 will be from January 31st to February 4th 2022.**

If you did not make it to our virtual open house, the recording is on our website.