

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE NO. 305</b>	
Effective	
Revision Date	

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## **SCHOOL REGISTRATION REQUIREMENTS**

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### **PURPOSE**

This administrative procedure describes the requirements for school registration.

### **PROCEDURES**

#### **1. Required Documentation**

The Moose Factory Island District School Area Board requires the following documentation for registration at Ministik School:

##### 1.1. New Registration

- a) Birth Certificate
- b) Health Card number
- c) Immunization record
- d) Student and Health Information Sheet [provided by Ministik School to be completed by parent or legal guardian].  
Ministik School must be notified on this form of any severe allergies and/or serious medical conditions.

##### 1.2. Annual Registration

- a) Update of Health Information
- b) Update of Immunization Status

#### **2. Registration**

Registration must be made in person.

### **REFERENCE DOCUMENTS**

#### ***Legal References:***

*Immunization of School Pupils Act*

Guideline OSR—Ontario Student Record (OSR) Guideline, clause 3.1.5 Special Health Information

#### ***Board References:***

Administrative Procedure 315 Anaphylaxis in the School

Administrative Procedure 315 Anaphylaxis in the School Procedural Guide