



# Institut collégial Vincent Massey Collegiate

975 Dowker Ave. | Winnipeg, MB R3T 1R7 | 204.453.8023  
[www.pembinatrails.ca/vincentmassey](http://www.pembinatrails.ca/vincentmassey)

February 2024

Dear Parents/Guardians and **current Vincent Massey students:**

We are excited to share with you the slate of courses and opportunities for next year as well as information to assist you in continuing to plan a relevant and rigorous academic pathway as you navigate your senior years.

Planning starts with you. Your interests and talents are important. **Our goal is to have over 95% of next year's student registrations completed by Friday, Feb. 23rd (see checklist below).** Your course selections affect programming decisions and staffing (which courses are offered/not offered).

Enclosed in this package:

1. Your personal demographic information which is entered in our student information database;
2. Your course history; and,
3. Your personal login and password for selecting next year's courses online with instructions.

Being familiar with the process, we expect students to complete their registration at home online and turn in the paperwork directly to the office. A graduation verification worksheet and a course selection worksheet that lists all courses offered by grade level are also enclosed so that you can check those you wish to enter online. **The course description guide can be found in a reader-friendly format on our school webpage under the <About Us> tab.** Hard copies are available in the office. Should you have any questions, we ask that you please speak with your counsellor. In the last week of February, we will provide any students who have not completed the process with the opportunity to do so online at school.

We ask that you sign-off on Divisional "fair notice" documents online through Permission Click or call the office if required. Permission Click is authorized by the Pembina Trails School Division to assist with the collection of permissions and fee payment throughout the year. School fees outlined in the course description guide will be collected at the beginning of the 2024-25 school year.

Yours sincerely,  
Sharon Labossière  
Principal/Directrice

Cheryl Smith  
Vice-Principal

Sarah Millar  
Vice-Principal

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## 2024-2025 REGISTRATION CHECKLIST – DUE FRIDAY, FEB. 23, 2024

- ☐ **Step 1: Complete course selections** online. Print a copy for your records (to compare to your timetable when it is released at the end of the summer).  
Please visit: <http://ptsdNet.pembinatrails.ca>
- ☐ **Step 2: Sign-off on annual Divisional "fair notice" documents** through Permission Click.  
Please visit: <https://permission.click/xGqbj/ca>
- ☐ **Step 3: Confirm your registration by returning the following to the school office:**
  - **Personal demographic/registration information:**
    - Verify and update your information by printing in pen.
    - Sign all parent/guardian and student signatures as required.