



Registering for School

Documentation to be Presented at Time of Registration in SD No.83

In order to meet Ministry of Education requirements, the school district must have documentation for all students entering K-12.

A) Child's Documents Checklist

- ☐ Proof of citizenship or status in Canada—Acceptable documents : original birth certificate, passport, immigration or refugee documents
- ☐ Proof of age—Acceptable documents: original birth certificate, passport, immigration or refugee documents, baptismal certificate
- ☐ Any legal document such as a custody agreement that names the child (if applicable)
- ☐ BC Services Card, plus any medical information pertaining to the child, including emergency contacts

B) Parent/Guardian's Documents—Ordinarily Resident Guidelines Checklist

Part 1: Status in Canada - Required from parent/legal guardian, one of:

- ☐ Canadian birth certificate
- ☐ Canadian passport
- ☐ Canadian Citizenship Card
- ☐ Confirmation of Landing/Permanent Residence **and** passport
- ☐ Permanent Resident Card (front and back)
- ☐ Status Card (Indigenous Services Canada)
- ☐ Work Permit—valid for one year or more **and** proof of employment **and** passport
- ☐ Study Permit—valid for one year or more **and** letter of Acceptance or transcript **and** passport (Permit cannot be for ESL courses or high school upgrading)

Part 2: British Columbia Residency

- ☐ British Columbia Medical Services Plan coverage for parent/legal guardian **or**
- ☐ Proof of application for BCMSP for parent/legal guardian (if BCMSP coverage is not confirmed within 3 months, Out-of-Province student fees will apply)

AND more than one of:

- ☐ Proof of ownership of a dwelling or a long-term lease or rental of a dwelling
- ☐ Document indicating British Columbia residence (i.e.: utility bill)
- ☐ Provincial registration of an automobile
- ☐ Provincial Driver's License (NOTE: BC Driver's License & Services Card is considered one piece of identification, not two)
- ☐ A current income tax return filed as a BC resident
- ☐ Confirmation of current employment within BC

In accordance with the School Act Section 82 and Ministry of Education policy, a student is eligible for a provincially funded education if parent(s) or legal guardian(s) meet ordinarily resident requirements. If not the parent, guardianship can only be established by will or Canadian court order.