



## What documents do I need to register my child in a School District No. 83 School?

*In accordance with the School Act and the Ministry of Education Policy document, "Funding Policy - eligibility of student for operation grant funding", the Board of Education defines students as "ordinarily resident" if a student is resident in the province of British Columbia and the parent/guardians of the student are ordinarily resident in British Columbia.*

A parent or legal guardian must personally visit the school they wish their child to attend and provide the following documentation:

- Student's original birth certificate – if the original is not in English please provide a notarized translation**
- B.C. Care Card

**Guardianship** – If student is living with both parents, no documentation is required for guardianship. If student is not living with both parents, we require one of the following:

- Court Order - Custody Agreement
- Adoption Documents
- District Form – *Authorization for Temporary Guardianship of a Minor (must be notarized)*
- Death Certificate
- Continuing Custody Order (MCFD)

**Proof of Residency, confirm catchment with transportation and please provide any two of the following:**

- Driver's License/BC Identification
- Signed contract of purchase and sale with possession date and subjects removed
- Current Utility Bill
- Current Property Tax Notice
- Signed formal rental/lease agreement and most recent rental receipt

The School District reserves the right to request additional proof of residency if required. Examples of additional proof of residency could include:

- "Move my services" account notice
- Phone bill
- House insurance
- Current pay stub
- Canada post mail forwarding receipt
- Bank statement
- Internet or cable bill
- Federal Income Tax return statement

**If parent is not a Canadian Citizen, we require proof of one of the following:** *A person need not be a Canadian Citizen to be ordinarily resident in British Columbia for the purposes of Section 82 of the School Act. Students may be eligible for funding when accompanied by parent/guardian with the following immigration status:*

**Permanent Resident Card** – in **addition** to the above, the following documents must be provided:

- Permanent Residence Card/documentation authorizing the holder to reside in Canada for one year or more
- Passport

**Work Permit** - in **addition** to the above, the following documents must be provided:

- Copy of work permit – valid for one or more years, minimum 20 hours per week
- Passport

**Study Permit** - in **addition** to the above, the following documents must be provided:

- Copy of study permit – authorizing parents to study for one or more years in an accredited program
- Proof of enrollment – tuition receipt, timetable
- Passport

**PLEASE CONTACT THE OFFICE OF THE SUPERINTENDENT/CEO  
FOR ALL STUDENT EXCHANGE AND INTERNATIONAL STUDENT INQUIRIES**