



What documents do I need to register my child in a SD83 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, a notarized translation is required.
- Student's B.C. Care Card

Guardianship

- If the student is living with both parents, no documentation is required for guardianship.
- If the student is not living with both parents, one of the following is required:
 - Court Order – Custody Agreement
 - Adoption documents
 - District Form – *Authorization for Temporary Guardianship of a Minor* (notarized)
 - Death Certificate
 - Continuing Custody Order (MCFD)

Proof of Residency (catchment to be confirmed with SD83 Transportation)

Home Owners must provide two of the following:

- Purchase agreement of home (with dates and subject removed).
- Recent property tax statement
- Home owner's insurance
- Notice of Assessment
- A purchase agreement (with subject removal and a deposit receipt if a recent purchase).

*If a homeowner is able to only produce **one** of the above, **two** of the following are required:*

- Canadian bank or credit card statement
- BC Vehicle registration/B.C. ID
- Income tax statement
- Insurance documents

Renters must provide:

- A rental agreement signed by landlord with landlords contact phone number.

*In addition to the above, **two** of the following are required in renter's name with rental address:*

- Canadian bank or credit card statement.
- BC Vehicle registration.
- Income tax statement.
- Renter Insurance documents.
- Utility bill.
- Current pay stub.

If parent is not a Canadian citizen, the following proof is required

** 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 a 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.

ALL STUDENT EXCHANGE AND INTERNATIONAL STUDENT INQUIRES SHOULD BE DIRECTED TO THE OFFICE OF THE SUPERINTENDENT.