



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 for School District No. 83 defines that school age students are to be ordinarily resident in British Columbia along with their parent(s) or legal guardian(s). If neither of the parents/guardians are ordinarily resident in BC, then the district cannot consider the student ordinarily resident in BC and would not be eligible for the district to report the student for funding.

Registration for Students Ordinarily Resident in BC and Living with Parent(s)/Legal Guardian(s)

The parent(s) or legal guardian(s) 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.
- Proof of BC residency by providing two of the following: driver's License/BC ID card, most recent property tax statement, most recent notice of assessment, home owner's insurance or rental insurance, most recent utility bill, a rental agreement signed by landlord with landlord's telephone number, BC vehicle registration, current pay stub).
- Student's B.C. Care Card (can request but not mandatory).

Registration for Students Ordinarily Resident in BC and Not Living with Parent(s)/Legal Guardian(s)

The appointed guardian(s) must personally visit the school they wish the student to attend and provide the following documentation:

- Student's **original** birth certificate – if the original is not in English, a notarized translation is required.
- A notarized letter from parent(s)/legal guardian(s) that states that the student is living with an appointed guardian(s) who is ordinarily resident in BC and that the appointed guardian(s) are authorized to act on behalf of the parent(s)/legal guardian(s).
- Proof of BC residency by providing two of the following: driver's license/BC ID card, most recent property tax statement, most recent notice of assessment, home owner's insurance or rental insurance, most recent utility bill, a rental agreement signed by landlord with landlord's telephone number, BC vehicle registration, current pay stub.
 - ***If the appointed guardianship changes, a new notarized letter and proof of BC residency will be required.
- Student's B.C. Care Card (can request but not mandatory).

Registration for Students Not Ordinarily Resident in BC (parent(s)/legal guardian(s) live in another province)

If a student is ordinarily resident in another province with parent(s)/legal guardian(s), but is currently living in BC with a guardian(s) appointed by the parent(s)/legal guardian(s), then the appointed guardian(s) must personally visit the school they wish the student to attend and provide the following documentation:

- Student's **original** birth certificate – if the original is not in English, a notarized translation is required.
- A Court Order that states transfer of guardianship to an appointed guardian(s) who is ordinarily resident in BC.
- Proof of BC residency by providing two of the following: driver's license/ BC ID card, most recent property tax statement, most recent notice of assessment, home owner's insurance or rental insurance, most recent

- utility bill, a rental agreement signed by landlord with landlord's telephone number, BC vehicle registration, current pay stub.
 - ***If the appointed guardianship changes, a new Court Order and proof of BC residency will be required.
- Student's B.C. Care Card (can request but not mandatory).

*A person cannot become a child's guardian by agreement except if the person is the child's parent or if guardianship has been transferred by agreement under the *Adoption Act* or the *Child, Family and Community Services Act*. A person may be appointed as a child's guardian by a Court Order, a will made in accordance with the *Wills Act*, or through the *Family Law Act*. A Court Order is most common.

Registration for Students Not Ordinarily Resident in Canada (parents are not Canadian citizens)

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 Status - the following documents must be provided:
 - Passport.
 - Permanent Residence Card/documentation authorizing the holder to reside in Canada for one year or more.
 - Proof of BC residency by providing one of the following: rental insurance documents, rental agreement signed by landlord with landlord's telephone number, most recent utility bill, current pay stub, BC driver's license.
- Work Permit - the following documents must be provided:
 - Passport
 - Copy of Work Permit authorizing the holder to work in Canada and valid for one or more years, minimum 20 hours per week.
 - Proof of BC residency by providing one of the following: rental insurance documents, rental agreement signed by landlord with landlord's telephone number, most recent utility bill, current pay stub, BC driver's license.
- Study Permit - the following documents must be provided:
 - Passport
 - Copy of Study Permit authorizing the holder to study for one or more years in an accredited program.
 - Proof of enrollment – tuition receipt, timetable.
 - Proof of BC residency by providing one of the following: rental insurance documents, rental agreement signed by landlord with landlord's telephone number, most recent utility bill, current pay stub, BC driver's license.

ALL INTERNATIONAL STUDENT INQUIRES SHOULD BE DIRECTED TO THE PRINCIPAL OF THE INTERNATIONAL STUDENT PROGRAM.

ALL STUDENT EXCHANGE INQUIRES SHOULD BE DIRECTED TO THE SUPERINTENDENT'S OFFICE.
