

REGISTRATION OF NEW STUDENTS

BACKGROUND:

In accordance with the School Act Section 82(1) and 82(2) and Ministry of Education policy [Eligibility of Students for Operating Grant Funding](#), the Ministry of Education provides operating grant funding to Boards of Education that enrol children who are school age and

- ordinarily reside in British Columbia (BC) with their parent(s) or guardian(s)
- deemed ordinarily resident in BC under School Regulation, or
- meet criteria as established by the Ministry of Education policy.

<p style="text-align: center;">Enrollment for School Age Students Ordinarily Resident in BC and Living with Parent(s)/Legal Guardian(s):</p>

The parent(s) or legal guardian(s) must provide the following documentation:

- Proof of Name, Date of Birth, and Gender by providing one of the following: student's **original** birth certificate, passport, provincial ID card, Canadian citizenship card, Canadian adoption order, permanent resident card, BC Services Card with photo.
- Proof of BC residency by providing one 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).
- BC Care Card (B.C. Medical Services Plan coverage or proof of application for coverage).

Schools must obtain sufficient documentation to support proof of name/age of the student and that the student and parent/guardian are 'ordinarily resident' in British Columbia prior to registering them into the provincial student information system.

<p style="text-align: center;">Non-resident School Age Students (Parents(s)/Legal Guardian(s) live in another Jurisdiction)</p>
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Jurisdiction is defined as not ordinarily resident in the province of BC. Whether the student is from another province or from another country, the student will be considered non-resident.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

Administrative Procedure Manual

Guardianship:

A person cannot become a child's guardian by agreement except if the person is the child's parent, or if guardianship is transferred by agreement under the *Adoption Act*, or the *Child, Family and Community Service Act* [Section 50 of the Family Law Act].

According to the Ministry of Education's policy on "Eligibility of Students for Operating Grant Funding", a person may be appointed as a child's guardian in only three ways:

1. By court order,
2. In a will made in accordance with the *Wills Act* (alternatively, a guardian may be appointed by prescribed form (see section 27 of the Family Law Act Regulation),
3. By a guardian who is facing terminal illness or permanent mental incapacity, provided the appointment is made in the prescribed form (see section 27 of the *Family Law Act* Regulation and Sections 51, 52, 53 and 55 of the *Family Law Act*).

If the student's parent(s)/guardian(s) doesn't meet one of the three guardianship scenarios described above, contact the Office of the Superintendent.

Students accessing an education program can be registered in two ways:

- Through the online registration link if the student is a Canadian Citizen and eligible for operating grant funding from the Ministry of Education; or,
- In person at any school site.

PROCEDURE:

1. The school receives the student registration form must verify that the required documentation for proof of age/name, residency and MSP coverage has been provided (a photo or scanned copies of documentation is sufficient for online registrations).
2. If the parent or guardian is unable to provide the required documentation the Principal must contact the Superintendent or designate for further direction.
3. The Principal or staff member responsible for student registration must direct students, parents, and guardians who are Canadian citizens not ordinarily resident in BC, new immigrants, or others not otherwise eligible for funding from the Ministry of Education to the Superintendent or designate for assistance with registration.
4. The Principal must ensure that there is a process in place at the school for the placement of documentation used to support proof of name/age, residency and MSP coverage in the student's file. The evidence must be available for the Ministry of Education auditors upon request.