

Please provide original documents – photocopies cannot be accepted

Status of the Student (required from the custodial parent or legal guardian)

Primary Document:

- Canadian Birth Certificate (naming parent(s)- if parents are not named please see the office)
- Or Birth Certificate naming parents with certified translation in English, if needed **AND** applicable Immigration, Citizenship, or Permanent Residence documentation

Or, ONE of the following documents may be used to register a student on an interim basis until the Birth Certificate is produced:

- Canadian Citizenship Card
- Confirmation of Permanent Residence **AND** passport
- Permanent Resident Card (front and back)
- First Nations Documentation/Band Card
- Refugee Claimant Documentation from Immigration Canada
- Parental Work or Study Permit (indicating the student is accompanying the parent)

Status of Parent(s)

- Canadian Birth certificate
- Canadian Citizenship Card / Canadian passport
- Confirmation of Permanent Residence **AND** passport
- Permanent Resident Card (front and back)
- First Nations Documentation/Band Card

Or, ONE of:

- Work Permit or Study Permit (with verification letter from International Education)
- Refugee Claimant documentation (if student has own documents, parent documents are not required)

Residency of the Family (TWO (2) of the following documents required from custodial parent or legal guardian)

- Property purchase agreement – showing name and address
- Long term tenancy agreement – showing name and address
- Income Tax statement from Canada Revenue Agency – showing name and province of residency
- Property Tax Statement – showing name and address
- Utility bill – showing name and location of service (address) (gas, cable, electricity)
- ICBC Registration showing name and address
- Other legal documents indicating BC residence (specify)

Additional Required Information

- Most recent report card
- Immunization Record
- BC Care Card
- Two (2) Emergency Contacts
- If parents live separately – written agreement or court order
- If Guardian – documents showing legal guardianship in the form of a court order
- Settlement Workers in Schools (SWIS) referral form completed (if applicable)
- Daycare information (if applicable)