

HELPFUL CHECKLIST OF REQUIRED DOCUMENTS

Please bring **ORIGINALS** of these required documents in person to the school office. Copies will not be accepted. Copies of these document will then be made and put in the student's file.

1. Status in Canada

a. Required of Custodial Parent or Legal Guardian—one of

- Canadian birth certificate
- Canadian passport
- Canadian citizenship card
- Confirmation of Landing/Permanent Residence (8 ½ x 14" sheet) **and** passport
- Permanent Residence Card (front and back)
- Status Indian documentation
- ****Note:** If not parent, the legal guardian must be by will in accordance with the Infants Act or by court order in accordance with the Family Relations Act; must be through a Canadian judicial process; documentation from another country is not acceptable. Also, custodianship is not legal guardianship.)
- ****Important Note:** Visitor's visas are not acceptable.

Or, one of the following permits

- Work Permit valid for a year or more and proof of employment (minimum 20 hours per week) and passport.
- Study Permit valid for a year or more and Letter of Acceptance or transcript showing enrolment in degree or diploma granting program at a public post-secondary institution or enrolment in degree granting program at a private post-secondary institution authorized by the BC Ministry of Advanced Education and passport. (Permit cannot be for high school upgrading or ESL) unless it is a requirement of acceptance into the aforementioned programs, for one year only, and the institution is BC EQU-Education Quality Assurance.)
- Diplomatic Status

b. Required of Child—one of

- Birth certificate
- Passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8 ½ x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation
- Refugee Claimant Documentation conferring status – if child has own documents, parent documents not required.

- **If child is accompanying a parent of Work or Study Permit provide copy of child or parent Permit that indicates child accompanying.

2. Proof of Residency of Custodial Parent or Legal Guardian

Provide one of the following:

- A completed Agreement of Purchase showing name and address, possession date, subjects removed **and** deposit draft
- A completed Residential Tenancy Agreement showing name and address (NB: If utilities are included in the tenancy agreement, additional documentation will be required) **and** security deposit
- A current property tax notice to the family at the address cited **and** current utility bill

And provide **one** of the following in addition:

- Federal income tax statement showing name and province of residency
- Proof of employment for a minimum of 20 hours per week (e.g. pay stub, letter from employer)
- A hydro/utility bill to the family at the address cited
- Government identification showing address cited (BC Driver's licence, BC identification, or BC Services Card only)
- BC vehicle registration
- Canadian bank account statement showing name and address
- Canadian credit card statement showing name and address

3. Child's previous report cards (if applicable) and individual education plans (if applicable)

- Original report card from previous school year
- Any reports needed to request extra classroom support

4. Child's immunization records since birth, if available

- Any other important health documents

5. Information regarding guardianship, court orders, etc.

- If parents live separately, court order or written agreement granting care to accompanying parent