

# **DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS**

## **FUNDING ELIGIBILITY CHECKLIST (September 6, 2011)**

In accordance with the School Act Section 82, Ministry of Education funding policy, and school district AP's 300 and 302, a student is eligible for a provincially funded education if parent(s) or legal guardian\*(s) meet residency requirements. Students who are ordinarily resident in BC and whose parent or legal guardian\* is ordinarily resident in BC and who are enrolled in a program in School District No. 43 (Coquitlam) are eligible for Ministry funding. Please review original documents and keep a copy in the G4 file with a copy of the checklist verified and signed by the Principal or designate.

### **STATUS IN CANADA**

Required of parent or legal guardian\* - **one of:**

- Canadian birth certificate
- Canadian passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation

**Or, one of** the following permits which must be verified by International Education prior to the child starting school:

- 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 afore-mentioned programs, for one year only, and the institution is BC EQA – Education Quality Assurance.)

Required of child - **one of:**

- Birth certificate
- Passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8-1/2 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 a child is accompanying a parent on Work or Study Permit, provide copy of child or parent permit that indicates child accompanying.

### **RESIDENCY**

Parent or legal guardian\* must be ordinarily resident in British Columbia with a sufficient degree of continuity to ensure that there is a settled purpose other than to obtain free public education.

Required of parent or legal guardian\* - **one of** the following to demonstrate residency:

- Long-term Tenancy agreement – showing name and address
- Property purchase agreement - showing name and address
- Income Tax statement – showing name, address, and province of residency
- Property tax statement - showing name and address
- Proof of employment for a minimum of 20 hours per week (e.g. pay stub, letter from the employer, employee ID card)

**AND provide two of:**

- Utility bill
- BC Care Card
- BC Driver's Licence or Enhanced BC Driver's Licence
- BC ID
- BC vehicle registration
- Canadian Social Insurance Card
- Canadian bank account statement – showing name and address
- Canadian credit card statement – showing name and address
- Proof of current school year membership in a local community organization

### **GUARDIANSHIP\***

Required of parent or legal guardian\* - **one of** the following to demonstrate guardianship:

- Paper birth certificate – parents are named
- Income Tax statement – children are declared
- Parent's Confirmation of Permanent Residency or Record of Landing or valid Immigration Canada documents – children are named
- If parents live separately, court order or written agreement granting care to accompanying parent
- If not the parent, guardianship must be by will in accordance with the Infants Act or court order in accordance with the Family Relations Act.

### **Declaration of Registration Documentation:**

The above documents have been verified by the school principal or designate.

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Signature of Principal or Designate

Date