

The following is the documentation that you are required to provide upon registration. Please provide original documents which will be copied and verified by school staff. These may have to be updated according to the documentation's expiry date.

Student's Name

**DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS  
FUNDING ELIGIBILITY "CHECKLIST" (September 2, 2014)**

In accordance with the School Act Section 82, Ministry of Education 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 custodial parent or legal guardian\* is ordinarily resident in BC, and are enrolled in a program in School District No. 43 (Coquitlam) are eligible for Ministry funding. Please review original documents, check the appropriate boxes of the checklist, have it verified and signed by the Principal or designate, and keep a copy in the student's G4 file.

**STATUS IN CANADA**

Required of custodial 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
- Nexus Card

1 of these

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 **or**
- BCPNP signed performance agreement
- \*\*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 or 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.)
- Diplomatic Status

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

1 of these

- Refugee Claimant Documentation conferring status – if child has own documents, parent documents not required.
- \*\*If 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 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)

and provide two of:

- Utility bill
- BC Driver's Licence or Enhanced BC Driver's Licence
- BC ID
- BC vehicle registration
- 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 organization

2 of these

**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.

1 of these

**Declaration of Registration Documentation:**

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

Signature of Principal or Designate

Date

**MEADOWBROOK STUDENT REGISTRATION / INFORMATION FORM  
SCHOOL DISTRICT NO. 43 (COQUITLAM)**

**STUDENT INFORMATION**

LAST NAME \_\_\_\_\_ Legal Surname \_\_\_\_\_ Used Surname (if different from Legal) \_\_\_\_\_  
 GIVEN NAMES \_\_\_\_\_ Legal First, Middle Name \_\_\_\_\_ Used First Name (if different from Legal) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Home Telephone Number \_\_\_\_\_  
 EMAIL ADDRESS (print clearly) \_\_\_\_\_ Yes I give permission for the school to email me.

DATE OF BIRTH \_\_\_\_\_ Male  Female  Birth Certificate Provided  yes  no  
 (dd-MMM-yyyy)  
 PLACE OF BIRTH \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_  
 PREVIOUS SCHOOL/PRESCHOOL \_\_\_\_\_

Student resides with  Mother & Father  Mother  Father  Guardian  
 Proof of residency in BC verified (copied and attached):  yes  no  
 Court Order in Effect  yes  no Copy of Court Order Provided to School  yes  no

Comments re Court Order \_\_\_\_\_  
 (e.g. Joint guardianship, sole custody, limited access to child, etc.)  
 Native Indian Ancestry  yes  no (status \_\_\_\_\_; Non-Status \_\_\_\_\_; Metis \_\_\_\_\_)

LANGUAGE SPOKEN IN THE HOME \_\_\_\_\_  
 IF RECENT IMMIGRANT TO CANADA, please indicate entry date into Canada Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_  
 Immigration Papers Provided  yes  no Proof of Citizenship for parent & child:  yes  no  
 Other relevant information that school staff should know about my child: \_\_\_\_\_

**FAMILY INFORMATION**

MOTHER'S NAME \_\_\_\_\_ Home Address (if different from above) \_\_\_\_\_ Work Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 FATHER'S NAME \_\_\_\_\_ Home Address (if different from above) \_\_\_\_\_ Work Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Other siblings: \_\_\_\_\_  
 Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (dd/MM/yyyy)  
 Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (dd/MM/yyyy)

**EMERGENCY CONTACT INFORMATION (Daycare or person to contact in case of illness/emergency)**

NAME OF 1<sup>st</sup> ALTERNATE CONTACT: \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 RELATIONSHIP TO STUDENT: \_\_\_\_\_ Alternate Number \_\_\_\_\_  
 NAME OF 2<sup>nd</sup> ALTERNATE CONTACT \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 RELATIONSHIP TO STUDENT: \_\_\_\_\_ Alternate Number \_\_\_\_\_

DOCTOR \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_  
 CARE CARD NUMBER \_\_\_\_\_

MEDICAL ALERT: Please list any serious difficulties or medical problems of your son/daughter about which the teacher should know.  
 \_\_\_\_\_  
 \_\_\_\_\_

This is to certify that my child \_\_\_\_\_ is of school age and not registered in a program in another public school or in any funded independent school.

Signature (Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_  
 NOTE: Parents may defer the entry of children into the program for one year from when they become eligible to start, at which time entry is mandatory.

**OFFICE USE ONLY**

DATE OF REGISTRATION: \_\_\_\_\_ TIME OF REGISTRATION: \_\_\_\_\_  
 BIRTH CERTIFICATE/PROOF OF CITIZENSHIP FOR CHILD VERIFIED: YES \_\_\_\_\_ NO \_\_\_\_\_ PROOF OF CITIZENSHIP FOR PARENT VERIFIED: YES \_\_\_\_\_ NO \_\_\_\_\_  
 PROOF OF RESIDENCY IN BC VERIFIED WITH COPIED DOCUMENTATION: YES \_\_\_\_\_ NO \_\_\_\_\_ MEETS SCHOOL-AGE ENTRY REQUIREMENTS: YES \_\_\_\_\_ NO \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ DIVISION: \_\_\_\_\_ GRADE: \_\_\_\_\_ START DATE: \_\_\_\_\_ CIRCLE, IF ANY: EAL OTHER \_\_\_\_\_  
 The information on this form is collected under the School Act, Section 13 and 97. The information will be used for educational programs purposes and when required, may be provided to health services, social services or other support services as outlined in Section 97(2) of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Principal of your school or the Information and Privacy Coordinator, School District No. 43.