



**DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS
SCHOOL FUNDING ELIGIBILITY "CHECKLIST"**

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 Custodial 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.

Note: Work or Study Permit documentation must be verified by the appropriate district designate and submitted on a yearly basis prior to the child/student starting school. For more information, contact Coquitlam School District International Education at internationaleled@sd43.bc.ca, phone at 604-936-5769 or visit 1100 Winslow Ave., Coquitlam.

STATUS IN CANADA required by Custodial Parent or Legal Guardian* and Child:

Custodial Parent or Legal Guardian*:

- One of:**
- Canadian birth certificate
 - Canadian passport
 - Canadian Citizenship card
 - Permanent Resident Card (front and back)
 - Status Indian documentation
 - Nexus Card with Citizen listed as CAN (Canadian)
 - Refugee Claimant document (copy must be kept in student file)
 - Confirmation of Landed Immigrant **or** Permanent Residence (8-1/2 x 14" sheet) **and** passport

Or One of:

- Work Permit valid for a year or more **and** proof of lawful employment (minimum 20 hours) per week shown on 3 current paystubs **and** passport.
- BCPNP signed performance agreement **and** Confirmation of Eligibility Issued by the Province **and** Work Permit valid for a year or more **and** a 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** statement of tuition paid **and** program schedule **and** passport (permit cannot be for high school upgrading or ESL unless required for acceptance into the afore-mentioned programs, for one year only, and the institution is BC-EQA)
- Diplomatic Status

Child:

- One of:**
- Birth certificate (and study permit or visitor record if parent is residing in BC with a work permit or study permit)
 - Passport (and study permit or visitor record if parent is residing in BC with a work permit or study permit)
 - Canadian Citizenship card
 - Confirmation of Landed Immigrant and Permanent Residence (8-1/2 x 14" sheet) **and** passport
 - Permanent Resident Card (front and back) **and** passport
 - Status Indian documentation
 - Refugee Claimant Documentation conferring status – if child has own documents, parent documents not required (copy must be kept in student file)
 - Parent Work **or** Study Permit that indicates child accompanying

RESIDENCY required of Custodial Parent or Legal Guardian* - Custodial 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:

- One of:**
- 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 within the community (For Canadians and Permanent Residents only)

And 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

***GUARDIANSHIP** required of Custodial Parent or Legal Guardian*:

- One of:**
- 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 named on document
 - If parents live separately, court order or written agreement granting care to accompanying parent
 - If not the parent, the legal guardianship* must be by will in accordance with the Infants Act or court order in accordance with the Family Law Act in British Columbia
 - Child in Care

Please note: Information submitted or provided in accordance with the foregoing is subject to confirmation and or corroboration by the Principal or designate, and an applicant for funding eligibility may be required to provide information or documentation not specified in the foregoing to confirm funding eligibility of the Principal or designate. Such additional information or documentation may be required to establish satisfactory proof of the lawful authority of the status of the Custodial Parent or Legal Guardian* as an employee or a student authorized to work or study in Canada. A failure to provide such additional information may render an applicant ineligible for funding.

Declaration of Registration Documentation - The above documents have been verified by the Principal or designate:

Signature of Principal or Designate _____

Date _____