

School District 43 (Coquitlam) is pleased to welcome all new students to our school district and schools. SD43 (Coquitlam) provides public education for the Cities of Coquitlam, Port Coquitlam, Port Moody, and the Villages of Anmore and Belcarra.

Most students are eligible to register directly at their catchment school. You can locate your catchment (neighbourhood) school by placing your address into our school locator.

The school locator can be accessed on the school district website ([www.sd43.bc.ca](http://www.sd43.bc.ca)) or at [School Locator](#)

## WHO IS ELIGIBLE?

A student is eligible to register with SD43 (Coquitlam) if:

- The custodial parent/legal guardian and student are 'ordinarily resident' in British Columbia (BC School Act Section 74(6) may limit registration eligibility).
- The student will be five years old by December 31 of the year they register.

## WHEN CAN I REGISTER?

For the current school year, you can register at any time. For the next school year, you can register in January or later. This includes kindergarten students.

## 1. WHAT DOCUMENTS DO I NEED?

### A. RESIDENCY

- Long term tenancy agreement or property purchase agreement

#### AND

- Two additional documents showing the custodial parent/legal guardian's name and address in British Columbia, such as BC driver's license, BC ID, ICBC registration, utility bills, or bank statements

### B. GUARDIANSHIP

- Child's birth certificate

#### OR

- Court ordered documentation showing guardianship

### C. CHILD'S AGE AND IDENTITY

- Canadian birth certificate, passport, or citizenship card

#### OR

- Certificate of Indian Status issued by Indigenous and Northern Affairs Canada

If the child does not have one of the documents above, please provide:

- Passport

#### AND one of the following:

- Permanent resident card or confirmation of permanent residence
- Refugee claimant or refugee status documentation
- Study permit
- Visitor record

### D. PARENT'S STATUS IN CANADA

#### ONE OF

- Canadian birth certificate, passport, or citizenship card
- Certificate of Indian Status issued by Indigenous and Northern Affairs Canada
- Refugee claimant or refugee status documentation

## PARENT'S STATUS IN CANADA (CONTINUED)

- Proof of diplomatic status

#### OR

#### Parent work permit\*

- Passport
- Work permit valid for one year or more

#### Parent study permit\*

- Passport
- Study permit valid for one year or more

\* See [page 2](#) for more information about permit requirements.

## 2. HOW DO I REGISTER?

### If the custodial parent/legal guardian is:

- Canadian citizen
- Permanent resident
- Indigenous
- Refugee or refugee claimant

[School Locator](#)

1. Fill out the [Student Registration Form](#).
2. Email your completed Student Registration Form and required verification documents to your [catchment school](#).

If you need help, please phone, or email your [catchment school](#).

### If the custodial parent/legal guardian is:

- Work permit holder
- Study permit holder
- Diplomat

1. Fill out the [Student Registration Form](#).
2. Upload your documents to our [Online Registration Portal](#).

If you need help, please phone +1 (604) 936 5769 or email [IEFunded@sd43.bc.ca](mailto:IEFunded@sd43.bc.ca).

### If the custodial parent/legal guardian is:

- Visitor
- Not "ordinarily resident" in British Columbia  
Please contact the School Board Office at +1 (604) 939 9201 or visit our website at [www.sd43.bc.ca](http://www.sd43.bc.ca).

**Please note:** The Principal or designate may verify the documents provided or ask for additional documents. This additional information may be required to prove the custodial parent/legal guardian has appropriate status for their child to receive ministry funded education. If you don't provide the additional information when requested, your child may not be eligible for ministry funded education.

# Parent's Status in Canada Permit Requirements

## Parent study permit

Not all study permits qualify for ministry funded education. To qualify, the custodial parent/legal guardian's study permit must be:

- One year or longer
- Enrolled in one of the following:
  - Degree or diploma program at a public post-secondary institution
  - Degree program only at a private post-secondary institution
  - ESL program at a BC-EQA accredited school that is a pre-requisite for a degree program. ESL programs may be used for one year only.

### Parents must provide ALL the documents below:

- Passport
- Study permit
- Letter of Acceptance or transcript
- Statement of tuition paid for the current semester
- Program schedule for current the semester

## Parent work permit

Not all work permits qualify for ministry funded education. To qualify, the custodial parent/legal guardian's work permit must be:

- One year or longer
- Valid for a minimum of 20 hours of work per week for the full duration of the work permit

### Parents must provide ALL the documents below:

- Passport
- Work permit
- Proof of lawful employment for a minimum of 20 hours per week shown on 3 recent paystubs

**PARENTS MUST UPDATE THIS INFORMATION  
EVERY YEAR OR AS REQUESTED.**



## Frequently Asked Questions

### How is my child's eligibility for a publicly funded education determined?

Eligibility for a publicly funded education is based on the custodial parent/legal guardian and school-aged child maintaining ordinary residence in British Columbia. Even if the child is born in Canada, the custodial parent/legal guardian must be ordinarily resident in BC to qualify. Immigration status is relevant but does not determine ordinary residence.

### What if I don't have all the required documents?

If you don't have all the required documents, the school will refer you to the School Board Office, located at 1080 Winslow Avenue in Coquitlam. The Board Office team will review your child's eligibility for a publicly funded education on a case-by-case basis with care and sensitivity.

### I have a work permit/study permit. Is my child eligible for a publicly funded education in BC?

Some students whose custodial parents/legal guardians are temporary residents in the Coquitlam School District are eligible for a publicly funded education. Please review the Parent's Status in Canada Permit Requirements section for more information.

### I am a refugee claimant/asylum seeker. Is my child eligible for a publicly funded education in BC?

Refugee claimants, asylum seekers, and refugees are eligible for a publicly funded education in BC. You can enroll your child in school while your claim/your child's claim is being processed.

### Will you report my immigration status to federal immigration authorities?

Confidentiality of personal information is protected under the Freedom of Information and Protection of Privacy Act (FOIPPA). While the school district recognizes the federal government's legal jurisdiction over immigration matters, it is not the role of the school district to share immigration status information with external federal agencies unless legally ordered to do so.

### I don't speak English well. Who can help me?

Coquitlam School District has a team of Settlement Workers in Schools (SWIS workers). SWIS workers provide language-based service to our new immigrant families. Our current team offers services in Cantonese, Mandarin, Farsi, Dari, Spanish, Portuguese, Russian, Korean, and Arabic. You can phone our SWIS workers at +1 604 945 7311 or send an email to [SWISsecretary@sd43.bc.ca](mailto:SWISsecretary@sd43.bc.ca).



# School District No. 43 (Coquitlam) STUDENT REGISTRATION FORM

OFFICE USE  
ONLY

Date of registration:

Grade:

Homeroom:

## STUDENT REGISTRATION INFORMATION

Student's Legal Name:

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

Student's Preferred Name:

(if different from above)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

Student Date of Birth:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YYYY

Gender at Birth:  Male  Female

Gender Identity:  Male  Female  Non-Binary

Birthplace:

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Country

Home Language: \_\_\_\_\_

Language Most Used: \_\_\_\_\_

First Language: \_\_\_\_\_

Student's Primary Address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Country

Student cell# (if applicable): \_\_\_\_\_

Student email address (if applicable): \_\_\_\_\_

Siblings (that are school age only):

1:

\_\_\_\_\_  
Name

\_\_\_\_\_  
School attending

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Grade

2:

\_\_\_\_\_  
Name

\_\_\_\_\_  
School attending

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Grade

3:

\_\_\_\_\_  
Name

\_\_\_\_\_  
School attending

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Grade

International Student:

Yes

No

Indigenous Ancestry:

Yes

No

Status

Non Status

Metis

Inuit

If Status: Band of Origin: \_\_\_\_\_

Band of Residence: \_\_\_\_\_

Last School attended:

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Country

Grade: \_\_\_\_\_

Out of Country

Out of Province

Out of District

In District

## PARENT/GUARDIAN INFORMATION

Student lives with:

Both Parents

Parent/ Guardian 1

Parent/ Guardian 2

Legal Guardian

Other: \_\_\_\_\_

Parent/Guardian 1 (of student's primary residence): \_\_\_\_\_

Canadian Citizen

Permanent Resident

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

If not a Canadian citizen—Country of Citizenship of Parent/ Guardian: \_\_\_\_\_

Relationship to Student:

Mother

Father

Other: \_\_\_\_\_

Parent/Guardian Email(s): \_\_\_\_\_

Telephone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Please indicate if there is a court order on file regarding your child.

Yes

No

Copy of court order provided:

Yes

No

## PARENT/GUARDIAN INFORMATION CONT'D

**Parent/Guardian 2 :** \_\_\_\_\_

\_\_\_\_\_ Last Name First Name Middle Name  
 Canadian Citizen  Permanent Resident  International  Refugee

If not a Canadian citizen – Country of Citizenship of Parent/ Guardian: \_\_\_\_\_

**Relationship to Student:**  Mother  Father  Other: \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ Street Address City Province Postal Code  
(if different from student's primary address, has residency documentation as per District Eligibility Checklist been verified):  Yes  No

**Parent/Guardian Email(s):** \_\_\_\_\_

**Telephone:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

## EMERGENCY CONTACTS

Alternate emergency contacts will only be used if parents/guardians cannot be reached.

**Alternate Emergency Contact 1:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

\_\_\_\_\_ Last Name First Name  
**Telephone:** Home: \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Alternate Emergency Contact 2:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

\_\_\_\_\_ Last Name First Name  
**Telephone:** Home: \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Alternate Emergency Contact 3:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

(Out of Province to be called in the event of a natural disaster) Last Name First Name  
**Telephone:** Home: \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

## MEDICAL INFORMATION

**Personal Health Care Number:** \_\_\_\_\_

Are there any medical problems your child may be experiencing which their teacher should be aware of?

Not life threatening/ Health Alert (allergies, etc.)

Life threatening/ Health Alert (anaphylaxis, allergies, etc.)

Other student alerts – family or other information (involvement of specialists such as pediatricians, occupational therapist/ physical therapists, counsellor, social worker, etc.)

Information collected for students is collected under the authority of the School Act, Sections 13 and 79. The information will be used for educational program purposes and, when required, may be provided to health services, social services or other support services as outline in Section 79 (2) of the Information collected for students is collected under the authority of the School Act, Sections 13 and 79. The information will be used for educational program purposes and, when required, may be provided to health services, social services, or other support services as outline in Section 79 (2) of the School Act. The information provided on this form is protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and the use of this information should be directed to the principal of the school or the Information & Privacy Officer, School District #43, 1080 Winslow Ave, Coquitlam, BC V3J 0M6 Phone: (604) 939 9201.

I hereby declare that I have read and understood the information contained on this form and the information I have provided is correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature