



A Registration Guide for SD43 Families

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) 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?

Students turning five (5) before Dec 31st in the current year, may register for Kindergarten in February of the same year.

Students moving into the district can register at any time by visiting or contacting their catchment (neighbourhood) school.

1. WHAT DOCUMENTS DO I NEED?

A. RESIDENCY

Three documents showing the custodial parent/legal guardian's name and address in British Columbia.

ONE (1) PRIMARY DOCUMENT

- Long term tenancy agreement
- Property purchase agreement
- Income tax statement
- Property tax statement

AND TWO (2) SECONDARY DOCUMENTS

- BC Driver's license
- BC ID
- BC Services Card
- Canadian bank statement
- Credit card statement
- ICBC vehicle registration
- Utility bill

Examples of utility bills: BC Hydro bill/Connection statement, home/mobile phone, internet/cable, tenancy insurance

B. GUARDIANSHIP

- Child's birth certificate, with parent names listed

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 (1) 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 (1) OF

- Canadian birth certificate, passport, or citizenship card
- Permanent resident card or confirmation of permanent residence

PARENT'S STATUS IN CANADA (continued)

- Certificate of Indian Status issued by Indigenous and Northern Affairs Canada
- Refugee claimant or refugee status documentation
- Proof of diplomatic status

OR

Parent work permit*

- Passport
- Work permit valid for one (1) year or more

Parent study permit*

- Passport
- Study permit valid for one (1) 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

1. Fill out the Student Registration Form below.

2. Send your 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 below.

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.

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.

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 the current 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 twenty (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 twenty (20) hours per week shown on three (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.



School District No. 43 (Coquitlam)

NEW 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:

MM DD YYYY

Gender: Male/Boy Female/Girl Non-Binary Prefer not to answer/ Unknown

Birthplace:

City

Province

Country

Home Language: _____ Language Most Used: _____ First Language: _____

Student's Primary Address:

Street Address

City

Postal Code

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

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 (student's primary residence): _____

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: _____

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
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> International	<input type="checkbox"/> Refugee
<input type="checkbox"/> If not a Canadian citizen – Country of Citizenship of Parent/ Guardian: _____			
Relationship to Student:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Other: _____
Address: _____	Street Address	City	Province
Parent/Guardian Email(s): _____		Postal Code	
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: _____		
Last Name	First Name		
Telephone:	Home: _____	Work: _____	Cell: _____
Out-of-Province Emergency Contact: _____ Relationship to Student: _____			
(Contact will 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 outlined 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 _____