

Instructions for New Student Registration

School Year 2022-2023

Welcome to School District No. 43 (Coquitlam)!

Due to Covid-19, we have adjusted our New Student Registration process as outlined below.

To ensure the safety of our students and staff, we ask that you submit the New Student Registration Package online and that you do not visit schools directly to register unless you have made prior arrangements.

Instructions for New Student Registration

Step 1: Use the School Locator tool on our website to determine your catchment school.

To use our [School Locator](#) tool on our website, simply type in your street name and follow the instructions.

Step 2: Complete the New Student Registration Package (PDF).

Save this package on your device as “New Student Reg for [Name of Child]”

It is recommended that you download the New Student Registration Package using a computer (PC or Mac). Mobile phone, iPad or tablet is not recommended.

If you are unable to complete the New Student Registration Package on a computer, please contact your catchment school to pick up a paper copy of the form at a pre-arranged time.

This New Student Registration Package includes the following:

- **Instructions on how to send your New Student Registration Package electronically (Step 4)**
- **Student Registration Form**
- **Funding Eligibility Checklist** - a list of required documents showing proof of citizenship, your child’s legal name, proof of BC residency and proof of guardianship

Step 3: Prepare the required documents for registration.

Families have the option of sending scans/photos of all required documents.

If a school receives all of the required documents, there will be no need for families to visit the school in person to have their documents verified. Schools may still need to request an in-person appointment if the documents are incomplete or inaccurate.

If you choose not to email your documents, you will be contacted by the school to schedule a time for you to bring in the required documents for verification.

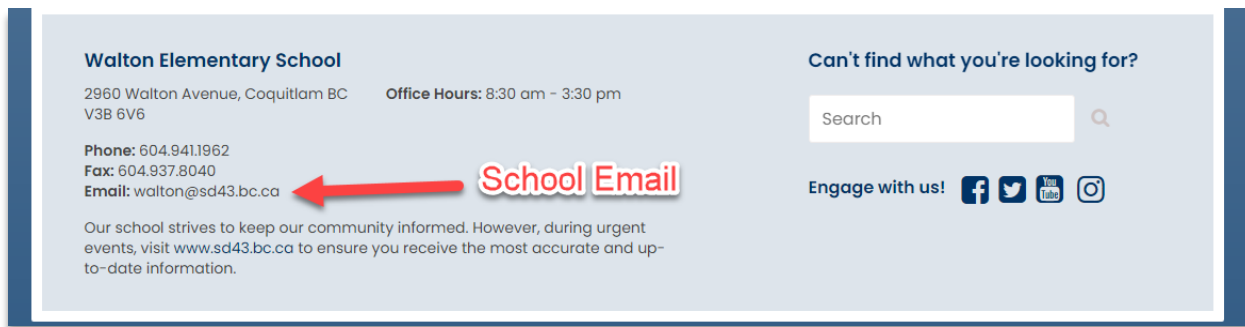
- **Proof of citizenship for parent & child (one of):** birth certificate; passport; PR Card; Canadian Citizenship Card.
- **Proof of B.C. residency for parent (one of):** rental contract; property purchase contract; income tax statement; property tax statement;
- **Two of the following documents:** utility bill; B.C. driver’s licence; B.C. vehicle registration; Canadian bank or credit card statement; B.C. ID.

- **Proof of Guardianship (one of):** child’s paper birth certificate (long form) – 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; if parents live separately, court order or written agreement granting care to accompanying parent; if not the parent, 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

View the **Funding Eligibility Checklist (Page 5)** for the full list of required documents.

Step 4: Send an email back to your catchment school (email is found at the bottom section of the school’s homepage) and **attach the Registration Form and required documents.**

- A total of seven (7) documents must be submitted: Student Registration Form (one) and Required Documents (six)
- Locate/ verify your catchment school using the [School Locator](#) on our website.
- Find your catchment school email at the bottom section of the school’s homepage. For example, see image below.



If your child has any special education needs, we ask that you contact District Learning Services at 604-937-6386 and ask to speak with the Zone Coordinator for your catchment school.

Step 5: You will be notified of your placement by the principal.

Students will be placed according to this process provided there is space available:

1. Siblings of older students who will also attend the school in September 2022 will be the first priority for placement.
2. If applications exceed the available space at a school, a random draw will determine student placements.
3. If the number of Kindergarten registrations exceeds the school’s capacity by February 4th, a random draw will be used to determine the student’s placement. Any registrations received after February 4th would not be placed in the draw. Children not placed in their catchment school will be waitlisted and assigned to the nearest school with space.

Cross Catchment

Parents sometimes wish for their children to attend a school that is not their catchment school. In such cases, **you must first register at your catchment school.**

For more information about the Cross Catchment process, please click [here](#).

PARENT/GUARDIAN CONTACT INFORMATION CONT'D

Parent/Guardian Name #2: _____
Last First Middle

Canadian Citizen Permanent Resident International Refugee

If not a Canadian citizen -- Country of Citizenship of Parent: _____

Lives with Student: No Yes **Relationship to Student:** Mother Father Other: _____

Address: _____
Street Address City Postal Code

(if different from student primary address, has residency documentation as per District Eligibility Checklist been verified: Yes No)

Parent/Guardian Email(s): _____

Telephone: Home: _____ Work: _____ Cell: _____

EMERGENCY CONTACT INFORMATION (attempts are always made to contact parents first in the case of emergencies, below are secondary emergency contacts)

Emergency Contact Name #1: _____
Last Name First Name Male Female **Relationship to Student:** _____

Telephone: Home: _____ Work: _____ Cell: _____

Emergency Contact Name #2: _____
Last Name First Name Male Female **Relationship to Student:** _____

Telephone: Home: _____ Work: _____ Cell: _____

Emergency Contact Name #3: _____
(Out of Province to be called in the event of a natural disaster) Last Name First Name Male Female **Relationship to Student:** _____

Telephone: Home: _____ Work: _____ Cell: _____

MEDICAL INFORMATION

Personal Health Care Number: _____

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

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

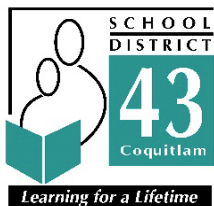
Life threatening (severe allergies, anaphylactic, etc.) If yes, please give a brief description below and complete the District Medical Alert form provided by school.

Other student alerts – family or other information

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, 550 Poirier Street, Coquitlam, BC V3J 6A7 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



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 the school district APs 300 and 302, a student is eligible for a provincially funded education if the 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 iefunded@sd43.bc.ca, phone 604-936-5769 or visit 1100 Winslow Ave., Coquitlam.

STATUS IN CANADA required for **Custodial Parent or Legal Guardian** (as defined in section 1 of the School Act) and **Child**:

Custodial Parent or Legal Guardian:

One of:

- | | |
|---|--|
| <input type="checkbox"/> Canadian birth certificate | <input type="checkbox"/> Confirmation of Landed Immigrant or Permanent Resident status and passport |
| <input type="checkbox"/> Canadian passport | <input type="checkbox"/> Certificate of Indian Status issued by Indigenous and Northern Affairs Canada |
| <input type="checkbox"/> Canadian Citizenship card | <input type="checkbox"/> Nexus Card with citizenship listed as Canadian |
| <input type="checkbox"/> Permanent Resident Card (front and back) | <input type="checkbox"/> Refugee Claimant or Refugee Status documentation (copy must be kept in student file) |

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.
- 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 aforementioned programs, for one year only, and the institution is BC-EQA.)
- Diplomatic status

Child:

One of:

- | | |
|--|--|
| <input type="checkbox"/> Birth certificate (and study permit or visitor record and passport if parent is residing in BC with a work permit or study permit) | <input type="checkbox"/> Confirmation of Landed Immigrant or Permanent Resident status and passport |
| <input type="checkbox"/> Passport (and study permit or visitor record if passport is not Canadian) | <input type="checkbox"/> Certificate of Indian Status issued by Indigenous and Northern Affairs Canada |
| <input type="checkbox"/> Canadian Citizenship card | <input type="checkbox"/> Refugee Claimant or Refugee Status documentation – if child has own documents, parent documents not required (copy must be kept in student file) |
| <input type="checkbox"/> Permanent Resident Card (front and back) and passport | |

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:

- | | |
|--|--|
| <input type="checkbox"/> Long-term tenancy agreement - showing name and address | <input type="checkbox"/> Property tax statement - showing name and address |
| <input type="checkbox"/> Property purchase agreement - showing name and address | <input type="checkbox"/> Proof of employment within the community (for Canadian citizens and Permanent Residents only) |
| <input type="checkbox"/> Income tax statement - showing name and province of residency | |

And Two of:

- | | |
|---|--|
| <input type="checkbox"/> Utility bill | <input type="checkbox"/> Canadian bank account statement - showing name and address |
| <input type="checkbox"/> BC Driver's Licence or Enhanced BC Driver's Licence | <input type="checkbox"/> Canadian credit card statement - showing name and address |
| <input type="checkbox"/> BC ID | <input type="checkbox"/> Proof of current school year membership in a local organization |
| <input type="checkbox"/> BC vehicle registration | |

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

One of:

- | | |
|---|--|
| <input type="checkbox"/> Birth Certificate - parents are named | <input type="checkbox"/> If not the parent, the legal guardianship must be <u>by will</u> in accordance with the Wills Act or <u>court order</u> in accordance with the Family Law Act in British Columbia |
| <input type="checkbox"/> Income tax statement - children are declared | |
| <input type="checkbox"/> Parent's Confirmation of Permanent Residency or Record of Landing or valid Immigration Canada documents - children named on document | |
| <input type="checkbox"/> If parents live separately, court order or written agreement granting care to accompanying parent | <input type="checkbox"/> Child in Care documentation |

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 _____