

Student's Name _____

**DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS
FUNDING ELIGIBILITY "CHECKLIST" (September, 2013)**

In accordance with the School Act Section 82 and 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 guardian(s)* meet residency requirements. Students who are ordinarily resident in BC and whose custodial parent is 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 and keep a copy in the student's G4 file with a copy of the checklist verified and signed by the Principal or designate.

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

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
- **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
- 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

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.

Declaration of Registration Documentation:

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

Signature of Principal or Designate

Date