Student's Name_____

DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS
FUNDING ELIGIBILITY "CHECKLIST" (September 8, 2015)

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 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.

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
- ☐ Nexus Card – CAN citizenship

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 **or**
- ☐ BCPNP signed performance agreement
- ☐ Study Permit** valid for a year or more **and** Letter of Acceptance or transcript showing current 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 high school upgrading or ESL unless it is a requirement of acceptance into the aforementioned 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 a Work or Study Permit, provide a 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:
- ☐ Income Tax statement – showing name and province of residency
- ☐ Property tax statement - showing name and address
- ☐ Long-term Tenancy agreement-showing name and address
- ☐ Property purchase agreement - 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.

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Signature of Principal or Designate   Date