



DOCUMENTATION REQUIRED FOR FUNDING ELIGIBILITY DETERMINATION "CHECKLIST"

In accordance with the School Act Section 82 and Ministry of Education policy, a student is eligible for a provincially funded education if parent(s) or guardian(s) meet residency requirements. Students who are ordinarily residents in BC and whose custodial parent(s) is ordinarily a resident in BC and are enrolled in a program in our school district are eligible for funding. Please review original documents and keep a copy in the student's G4 file.

STATUS IN CANADA

Required from custodial parent* - 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:

- Work Permit** valid for a year or more and proof of employment and passport
- Study Permit** valid for a year or more and Letter of Acceptance or transcript and passport (Permit cannot be for ESL courses or high school upgrading)

**Please send copy to International Education for verification prior to child starting school.

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.

And:

- Work, Study or Visitor Permit - If child is accompanying a parent on Work or Study Permit, provide copy of child or parent Permit that indicates child accompanying.

RESIDENCY

Custodial parent must be a resident in British Columbia, as defined by the Income Tax Act, for a minimum of 183 days per calendar year. Newcomers exempt.

Please provide one of the following to authenticate residency:

- Tenancy agreement
- Property purchase agreement - showing name and address
- Income Tax statement – showing name and province of residency
- Property tax statement - showing name and address

AND

~~provide one of the following~~ please provide two of:

- Utility bill
- BC Care Card
- BC Driver's License
- Letter from landlord (not tenant) attesting to residency and length of tenancy

GUARDIANSHIP*

- Paper birth certificate – parents are named
- Income Tax statement – children are declared
- Parents' Confirmation of Permanent Residence or Records 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 or court order

Sources: Ministry of Education Policy: International Students; Ministry of Education Policy: K-12 Funding – General

Declaration of Registration Documentation: The above documents have been verified by the school principal or designate.

Signature of Principal or Designate

Date

Dear Parent/Guardian: In order to facilitate the planning of your child's program it is necessary to obtain information and/or records from the previous school your child attended. Your written permission is requested below in order to obtain/release the necessary information and/or records.

I authorize **School District #43 (Coquitlam)** to obtain/release information and/or records, including Confidential Records to/from the applicable school. This may be done if/when my child transfers to another school.

Date: _____ Student's Name: _____ Signature of Parent/Guardian: _____

The information on this form is collected under the authority of the School Act, sections 13 and 97. 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 97(2) of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act.

Questions about the collection and use of this information should be directed to the principal of your school or to the Information and Privacy Coordinator, School District #43, 550 Poirier Street, Coquitlam, BC, V3J 6A7, Telephone 604-939-9201.