



**PORT MOODY
SECONDARY
SCHOOL**

300 Albert Street
Port Moody, B.C., V3H 2M5
School District 43 (Coquitlam)
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A Tradition of Excellence

December 30, 2010

Student Records

Dear Parent/Guardian,

As you may be aware, our school has been selected to undergo a "general audit" by the Ministry of Education at the end of February. It is important for us to have all current documentation regarding your child's school registration on file. The three pieces of documentation, that are required in our school files in order to maintain our provincial funding are: proof of your child's age, proof that you reside in BC and proof of your status in Canada. The following list will show you what we are missing and what documentation you could provide to us which would help us ensure that we have a successful audit at our school. We appreciate your help with this data collection task!

This letter is to inform you that we currently require the following documentation from you:

- *Parent's Canadian Birth Certificate or Canadian Passport or Canadian Citizenship Card or Landing/Permanent Residence card with passport or work visa (work permit, proof of employment, and passport) or study visa (study permit, Letter of Acceptance from school/transcript, and passport) or refugee claimant documentation*
- *Child's Birth Certificate or Passport or Permanent Residence card or student study visa or refugee claimant documentation*
- *One of the following: Tenancy Agreement or Property Purchase Agreement or Income Tax Statement or Property Tax Statement*
OR
Two of the following: Utility Bill or BC Care Card or BC Driver's License or Letter from landlord attesting to your residency and length of tenancy in Canada

In order to ensure that we can verify your documentation, please bring it in to the school office between 7:30 am and 4:00 pm, Monday to Friday, from January 4, 2011 to January 21, 2011. We will also be extending our office hours until 8:00 pm from January 10, 2011- January 13, 2011 and January 17, 2011-January 20, 2011. Our intention is to have all documentation verified by Friday, January 21, 2011. We want to ensure you that all records will be kept secured and confidential and that your child's education will continue to be our top priority during this audit.

We thank you in advance for your cooperation with this matter.

Sincerely,

Karen Jensen
Principal

For Office Use Only:

All documentation submitted

Documentation missing

Signature: _____