

**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 school district AP's 300 and 302, a student is eligible for a provincially funded education if 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.

**STATUS IN CANADA** required by **Custodial Parent or Legal Guardian\*** and **Child:**

**Custodial Parent or Legal Guardian\*:**

**One** of:

- Canadian birth certificate
- Canadian passport
- Canadian Citizenship card
- Confirmation of Landed Immigrant **or** Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation
- Nexus Card with Citizen listed as CAN (Canadian)

**Or One** of:

- Work Permit valid for a year or more **and** proof of employment (minimum 20 hours per week shown on current 3 paystubs) **and** passport
- BCPNP signed performance agreement **and** Confirmation of Eligibility Issued by the Province **and** Work Permit valid for a year or more **and** a 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 afore-mentioned programs, for one year only, and the institution is BC-EQA)
- Diplomatic Status

**Child:**

**One** of:

- Birth certificate
- Passport
- Canadian Citizenship card
- Confirmation of Landed Immigrant and Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back) **and** passport
- Status Indian documentation
- Refugee Claimant Documentation conferring status – if child has own documents, parent documents not required
- Parent Work **or** Study Permit that indicates child accompanying

**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:

- 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 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 **Custodial Parent or Legal Guardian\*:**

**One** of:

- 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 named on document
- If parents live separately, court order or written agreement granting care to accompanying parent
- If not the parent, the legal guardianship\* must be by will in accordance with the Infants Act or court order in accordance with the Family Relations Act
- Child in Care

**Declaration of Registration Documentation** - The above documents have been verified by the Principal or designate and the parent/guardian confirms the residency information is correct. Parent/Guardian is informed the child may be moved from their school placement if the information is not correct.