

A. STUDENT AGE and IDENTITY – Please provide 1 of the following:

(NOTE: BC Health Cards are NOT considered identification for verification purposes)

- Canadian Birth Certificate
- Canadian Citizenship Card or Certificate (both pages)
- Nexus Card or Passport
- Permanent Resident Card
- Indigenous Status First Nation Card

If the student is not a Canadian Citizen, Permanent Resident or Indigenous, see below

B. PARENT/LEGAL GUARDIAN PROOF OF STATUS IN CANADA – Please provide 1 of the following:

- Canadian Birth Certificate or Canadian Passport
- Canadian Citizenship Card or Certificate
- Permanent Resident Card
- Indigenous Status First Nation Card

If the legal guardian(s) is not a Canadian Citizen, Permanent Resident or Indigenous, see below

C. PROOF OF PRINCIPAL RESIDENCE

A Principal Residence is the usual place where an individual lives, makes their home, conducts their daily affairs, receives mail and resides for more than 50% of the calendar year.

<p>Please provide 1 of the following primary documents from the custodial parent or legal guardian:</p> <ul style="list-style-type: none"> • Property Purchase Agreement, if recent purchase, with subjects removed (financial portions of the documents can be redacted) • Completed Residential Tenancy Agreement from a Property Management Company • Notarized Confirmation of Residence, completed by Homeowner/Landlord • Notarized Affidavit of Identity • A current residential utility bill addressed to one of the parent/guardians (Municipal utility statement, BC Hydro Bill, Fortis BC Bill, Cable TV or Internet Provider – NOT a cell bill) • Property Tax Notice / Assessment 	<p>AND 1 additional secondary document – examples include:</p> <ul style="list-style-type: none"> • Driver's License or BCID (with photo) • Canadian Bank Account, Loan or Credit Card Statement • Insurance Statement or Policy, Vehicle Registration • Recent Paystub or Letter from Employer • Income Tax Statement or Correspondence from a Government Agency <p>Please note: We reserve the right to request additional documents if required</p>
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MISREPRESENTATION:

Applicants should note that a false statement about a student's Principal Residence will result in:

- The District or School Principal repealing the student's placement
- The student transitions back to their catchment school
- Procedural consequences through BC School Sports may apply

D. REPORT CARDS/TRANSCRIPTS FOR GRADES 6 TO 12

- Grades 6 - 9 – a recent report card / learning update is required
- Grades 10 – 12 – a recent transcript is required

E. CHILD GUARDIANSHIP (if applicable)

Please provide 1 of the following from the custodial parent or legal guardian:

- Child's Birth Certificate, naming parent(s)
- Court ordered documentation showing guardianship
 - An original and complete Order from the BC Supreme Court or BC Provincial Court must be presented to the school to confirm any particular guardianship, parental responsibilities, parenting time, or custody agreement pertaining to the child.
 - If there is a court order issued outside of the province of British Columbia, please provide an original and complete document from the issuing jurisdiction. This will be reviewed by the school administration.
 - Please note that guardianship and custody agreements are not legally related to custodianship. We reserve the right to request additional documents if required.

***TEMPORARY RESIDENTS (Legal Guardians with work permits, study permits, refugee/refugee claimants) in addition to C, D, E above**

A. STUDENT AGE and IDENTITY – Please provide 1 the following:

- Birth Certificate (please include translated version if not in English)
- Passport or Refugee Document
- Visitor Visa or Study Permit

B. PARENT/LEGAL GUARDIAN PROOF OF STATUS IN CANADA – Please provide the following:

- Refugee Claimant Documentation; OR
- Passport AND Temporary resident permit (work or study permit) valid for one year or more, with supporting documentation:
 - Work Permit valid for minimum 1 year - accompanied by Letter of Employment confirming authorized work is a paid position of at least minimum wage and a minimum of 20 hours per week.
 - Study Permit - accompanied by proof of school registration. Must be enrolled in a 2-year Diploma Program, 2-year Master's Program or 2-year Degree Program at a Public or Accredited Private Institution.
 - Certificate Program does not qualify

It is not our district's practice to share student or parent information with federal immigration authorities unless there is a specific case where it may be required to do so by law.

We reserve the right to request additional documents if required.