

CHECKLIST OF REQUIRED DOCUMENTS – NEW STUDENT

Please bring **ORIGINALS** of these required documents in person to the school office. Copies will not be accepted.

1. PARENT - STATUS IN CANADA

The Custodial Parent or Legal Guardian must provide **ONE** of the following:

- Canadian Birth Certificate
- Canadian Passport
- Canadian Citizenship Card
- Confirmation of Landing/Permanent Residence (8.5"X14" sheet) **and** Passport
- Permanent Residence Card (front and back)
- Status Indian documentation

Or, **ONE** of the following permits:

- Work Permit valid for a year or more **and** proof of employment (min. 20 hrs/wk) and passport
- Study Permit valid for a year or more **and** Letter of Acceptance or transcript showing enrolment in degree or diploma program at a public post-secondary institution or enrolment in degree 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 a BC EQU-Education Quality Assurance.)
- Diplomatic Status

2. PARENT – PROOF OF RESIDENCY IN BC (1 primary & 1 secondary OR 4 secondary proofs required)

Primary Proof

The Custodial Parent or Legal Guardian must provide **ONE** of the following:

- A completed Agreement of Purchase showing name, address, possession date, subjects removed **and** deposit draft
- A completed Residential Tenancy Agreement showing name and address **and** security deposit
- A current Property Tax Notice to the family at the address cited **and** current utility bill

Secondary Proof

The Custodial Parent or Legal Guardian must provide **ONE** of the following in addition to the above:

- Federal Income Tax Statement showing name and province of residency
- Proof of employment for a minimum of 20 hours per week (pay stub or letter from employer)
- A hydro/utility bill to the family at the address cited
- Government identification showing address cited (BC drivers license, BC identification or BC Services Card only)
- BC vehicle registration
- Canadian bank account statement showing name and address
- Canadian credit card statement showing name and address

Please note that confidential information such as payments, account balances or pin numbers may be blacked out on documents you provide.

3. CHILD - STATUS IN CANADA

The Custodial Parent or Legal Guardian must provide **ONE** of the following:

- Canadian Birth Certificate
- Canadian Passport
- Canadian Citizenship Card
- Confirmation of Landing/Permanent Residence (8.5"X14" sheet) **and** Passport
- Permanent Residence Card (front and back)
- Status Indian documentation
- Refugee Claimant documentation conferring status – if child has own documents, parent documents not required

4. CHILD – EDUCATIONAL DOCUMENTATION

Please provide all of the following that apply to your child's past or present educational records:

- Previous year report card and most recent report card
- Most recent Individualized Education Plan
- Psychological Assessments
- Reports outlining extra classroom support received or needed

5. CHILD – HEALTH RECORDS

Please provide all of the following:

- BC Services card
- Immunization records since birth, if available
- Any other important health documents

6. CHILD – LEGAL DOCUMENTS

Please provide all of the following that apply:

- Court orders
- Proof of guardianship if legal guardian other than parent

7. CHILD – OTHER

If you have received tuition assistance or a scholarship, Canada Revenue Agency requires us to obtain the following for reporting purposes:

- SIN card