

# 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

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

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