

## REQUIRED DOCUMENTS DURING REGISTRATION

**The custodial parent(s) or legal guardian(s) must personally attend to register.**

*Children are welcome to attend, however it is not required.*

The following documents are **required at the time** you register your child:

(Please note that all documents provided need to be in your legal name and current address)

- (1) **Student's Original Birth Certificate with parents' names** – If the original document is not in English, bring the original translation by a Certified Translator
  
- (2) **Student's and Parents' Original Proof of Status in Canada:**
  - Valid Permanent Resident card *or* Landing document with passport (if PR card not yet issued)
  - Canadian passport *or* Citizenship card *or* Canadian birth certificate
  - Letter of Acceptance from the Richmond School District if you have a work permit *or* study permit *or* refugee status *or* under Ministry of Child and Family Development (apply at central registration office)
  - Legal custody documents, if applicable
  - Signed consent letter and passport from the absent parent who has joint custody
  
- (3) **Parents' Proof for Ordinarily Resident status in BC - Bring 2 of the following**
  - CRA Tax Return Notice of Assessment (current year, front page only)
  - Local employment letter and/or paystubs
  - Local Canadian bank document and/or local credit card document
  - BC driver's license or BCID card
  - BC car insurance/registration
  - Child Care Benefit *or* GST credit
  
- (4) **Current Residential Address - Bring 1 of the following**
  - Current property tax notice *or* assessment **and** current utility bill
  - Long-term rental agreement **and** landlord's property tax notice **and** tenant's 2nd proof, ie mail-forwarding account *or* move-my-service account *or* phone document *or* bank document
  - Signed contract of purchase and sale with completion date, possession date, subjects removed **and** a copy of deposit draft
  
- (5) **Other documents requested for each student**
  - Last school report card or school transcript of marks is required for Gr. 8-12
  - Immunization record (health record)
  - Reports needed to request extra classroom support

***\*We reserve the right to request additional documents if required\****

An **English Language Learning** assessment appointment will be scheduled, if necessary, once registration is complete.

Once your registration is complete, the student placement process can begin. A student will normally attend the school located in the catchment area in which their parents or legal guardians reside, unless there is no physical, resource or program space available.

For the 2019/20 school year, the above provision may need to be applied more frequently, potentially resulting in more students needing placement outside their catchment school. In this case, students will be placed at a nearby school by the District Administrator for Central Registration.

