REQUIRED DOCUMENTS FOR 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:

☐ (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 Both Parents’ Original Proof of Status in Canada:
  - Valid Permanent Resident card or Landing document with passport
  - Canadian passport or Citizenship card or Canadian birth certificate
  - Legal custody documents, if applicable
  - Signed consent letter and passport copy from the absent parent who has joint custody
  - Letter of Acceptance if Work Permit or Study Permit Holder, MCFD or Refugee Status

☐ (3) Parents’ Proof for Ordinarily Resident status in BC - Bring 2 of the following
  (Please note that all documents provided need to be in your legal name and current address)
  - 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, BC Services Card or BCID card
  - BC car insurance/registration
  - Child Care Benefit or GST credit

☐ (4) Current Residential Address - Bring 1 of the following
  (Please note that all documents provided need to be in your legal name and current address)
  - Current property tax notice or assessment
  - Long-term rental agreement and landlord’s property tax notice or City utility bill
  - Signed contract of purchase and sale with completion date, possession date, subjects removed and a copy of deposit draft

☐ (5) Supporting Proof of Residential Address -
  (Please note that all documents provided need to be in your legal name and current address)
  - Current utility bill or service provider bill in parent(s)/guardian(s) legal name and current address

☐ (6) 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 and 2020/21 school years, 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.

How do I register?

Step 1: Complete a registration form ONLINE at studentregistration.sd38.bc.ca.

Step 2: Bring all required documents to our Central Registration Office within 14 days for verification.

Step 3: Once all required documents have been verified, your registration is complete and the student placement process can begin.

For more information and answers to frequently asked questions, please refer to our website at sd38.bc.ca/studentregistration