



This form must be completed, and along with all documentation requested on page 3, be brought to the school office to complete registration.

Office Use Only:

Form with fields: Date of Registration (mm/dd/yyyy): / / Current Grade: Catchment school: Preferred School: Out of Catchment form completed: Out of District Out of District form completed: Time of Registration (am/pm): Start date (mm/dd/yyyy): / / PEN:

Student Information

Form with fields: Legal Last Name: Address: Legal First Name: City: Legal Middle Name: Province: Postal Code: Usual Name: Home Phone #: Birthdate (mm/dd/yyyy): Gender: F M Mobile Phone #: Proof of Age Attached (birth certificate): Yes No Proof of Address Attached (2 required): 1 2 Legal Alert: Child in Care Court Order Other special considerations or comments: First Language: Student attended a StrongStart Centre: Yes No Language at home: English Language Learner: Yes No Country/Province of Birth: Citizen of: Special Education Designation: Yes No Category (if known): I.E.P.: Yes No Aboriginal Ancestry: Yes No If yes: Métis Inuit Status Non-Status

Parent/Guardian Information

Form with fields: Name: Relationship to student: Living with student: Yes No Address: Home Phone #: Mobile Phone #: Work Phone: Email:

Funding Category: For office use only Canadian Citizen Permanent Resident/Landed Immigrant International Funding Eligible International Funding Not Eligible Out of Province Canadian Funding Not Eligible Refugee - Convention or Claimant (circle one that applies)



Emergency Contact (other than parent) 1

Emergency Contact (or daycare) 2

Form with fields for Name, Relationship to student, Home Phone #, and Mobile Phone # for two emergency contacts.

Student Medical Health Information

Form with fields for Doctor name, Dentist name, Phone #, Student's CareCard Number, Copy of immunization record attached?, Medical Alert, and health concerns.

Sibling Information

Form with four rows for sibling information, including First/last name, relationship (Brother/Sister), and Birthdate.

Form with fields for Name and Address of Previous School, Copy of last report card, and Copy of transfer from previous school.

The information on this form is collected under the authority of the School Act, Sections 13 and 79. The information provided will be used for educational program and administrative purposes...

I certify that all information in this registration form is true and complete. I also acknowledge that it is my responsibility to ensure that I notify the school regarding any changes to this information. Please sign upon presentation of this form at your school. Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Form with fields for Assigned to, Grade, Division, Teacher, and Student Registration Form Received by.



**Please provide original documents – photocopies will not be accepted.**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

<b>Student Age and Identity - Primary Document:</b>	
<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Or Birth Certificate with certified translation, if needed
<b>Or, ONE of the following documents may be used to register a student on an interim basis until the Birth Certificate is produced:</b>	
<input type="checkbox"/> Canadian Citizenship Card/Certificate of Citizenship	<input type="checkbox"/> Canadian passport
<input type="checkbox"/> Confirmation of Permanent Residence <b>AND</b> passport	<input type="checkbox"/> Permanent Resident Card (front and back)
<input type="checkbox"/> First Nations Documentation or Band Card	
<b>If not Canadian/Permanent Resident/First Nations please contact the District Newcomer Office for verification letter, or ONE of</b>	
<input type="checkbox"/> Refugee Claimant documentation	<input type="checkbox"/> Temporary Resident Permit

<b>Guardianship</b> (required from the custodial parent or legal guardian) <b>Alternate</b> proof of guardianship is required if birth certificate does not name parents	
<b>Primary Document:</b>	
<input type="checkbox"/> Child's Canadian Birth Certificate (naming parent(s))	<input type="checkbox"/> Or Birth Certificate with certified translation, if needed
<input type="checkbox"/> Court ordered document showing guardianship	

<b>Residency status of custodial parent or legal guardian in Canada: (One (1) of the following documents)</b>	
<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Canadian Citizenship Card/Certificate
<input type="checkbox"/> Confirmation of Permanent Residence <b>AND</b> passport	<input type="checkbox"/> Permanent Resident Card (front and back)
<input type="checkbox"/> Canadian passport	<input type="checkbox"/> First Nations Documentation/Band Card
<b>Or, ONE of:</b> District Newcomer Office must verify funding eligibility	
<input type="checkbox"/> Refugee Claimant documentation	<input type="checkbox"/> Parent Work Permit or Study Permit for one year or more. See below for more information.

<b>Proof of Residency in the city of New Westminister: Two (2) documents required showing name and address. Financial details can be redacted.</b>	
<b>(ONE (1))</b> of the following documents required from custodial parent or legal guardian)	
<input type="checkbox"/> Property purchase agreement (if recent purchase with subjects removed)	
<input type="checkbox"/> Long-term tenancy agreement – must be current	
<input type="checkbox"/> Property Tax Statement (with home owner grant eligibility)	
<b>AND One (1)</b> of the following: (Other documentation may be accepted)	
<input type="checkbox"/> Income Tax statement – showing name and province of residency	
<input type="checkbox"/> Correspondence from a government agency (e.g. BC Employment Assistance)	
<input type="checkbox"/> Letter from a lawyer confirming application of long-term stay in B.C.	
<input type="checkbox"/> Letter from IRCC confirming application of long-term stay in BC (i.e. Application for PR being processed in Canada)	
<input type="checkbox"/> Vehicle Registration	
<input type="checkbox"/> BC Driver's License (must be a photo ID Driver's License and not have an address change sticker)	
<input type="checkbox"/> BC Services Card (must not have an address change sticker)	
<input type="checkbox"/> BC Identification Card (must not have an address change sticker)	
<input type="checkbox"/> Recent paystub	

<b>Additional information required:</b>	
<input type="checkbox"/> Most recent report card	<input type="checkbox"/> Immunization Record
<input type="checkbox"/> Student's Personal Health Number (BC Care Card)	<input type="checkbox"/> Two (2) Emergency Contacts
<input type="checkbox"/> If parents live separately – written agreement or court order	<input type="checkbox"/> Daycare information (if applicable)
<input type="checkbox"/> If Guardian is MCFD (social worker) complete Children in Care template	
<input type="checkbox"/> Settlement Workers in Schools (SWIS) referral form completed (if applicable)	

**If you do not wish to share or are unable to provide proof of residency status please contact the District Newcomer Office for additional assistance at 604-517-6285 or [jep@sd40.bc.ca](mailto:jep@sd40.bc.ca).**

Parent work permit or Study Permit: employment must be as indicated on the permit & be more than 20 hours per week; study must be in a degree or diploma program at a public post-secondary institute in B.C., or in a degree program at a private post-secondary institute in B.C., OR enrolled in an ELL program of up to 1 year in duration at an EQA school where the completion of the ELL program is a prerequisite for entry to the degree or diploma program.