



**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
REGISTRATION DOCUMENTATION
PARENT CHECKLIST - ORIGINAL COPIES OF DOCUMENTS ARE REQUIRED**

Student Name: _____ **Date of Birth:** _____

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

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

Residency status of custodial parent or legal guardian in Canada: (One (1) of the following documents)	
<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Canadian Citizenship Card/Certificate
<input type="checkbox"/> Confirmation of Permanent Residence AND passport	<input type="checkbox"/> Permanent Resident Card (front and back)
<input type="checkbox"/> Canadian passport	<input type="checkbox"/> First Nations Documentation/Band Card
Or, ONE of: 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.

Proof of Residency in the city of New Westminister: Two (2) documents required showing name and address. Financial details can be redacted.	
(ONE (1) 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	
AND One (1) of the following:	
<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"/> Recent paystub	
<input type="checkbox"/> MSP health card/enrollment	
<input type="checkbox"/> BC Identification Card	

Additional information required:	
<input type="checkbox"/> Most recent report card	<input type="checkbox"/> Immunization Record
<input type="checkbox"/> 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 iep@sd40.bc.ca.

Parent work permit or Study Permit: employment must be as indicated on the permit & be more than 20 hrs 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.