



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 District, 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, Proof of Address Attached, Legal Alert, First Language, Student attended a StrongStart Centre, Language at home, English Language Learner, Country/Province of Birth, Citizen of, Special Education Designation, Category (if known), I.E.P., Aboriginal Ancestry.

Parent/Guardian Information

Form with fields: Name, Relationship to student, Living with student, Address, Home Phone #, Mobile Phone #, Work Phone, Email.

Funding Category: For office use only. Includes checkboxes for Canadian Citizen, Permanent Resident/Landed Immigrant, International Funding Eligible, International Funding Not Eligible, Out of Province Canadian Funding Not Eligible, Refugee - Convention or Claimant.



Emergency Contact (other than parent) 1

Emergency Contact (or daycare) 2

Name:	Name:
Relationship to student:	Relationship to student:
Home Phone #:	Home Phone #:
Mobile Phone #:	Mobile Phone #:

Student Medical Health Information

Doctor name:	Dentist name:
Phone #:	Phone #:
Student's CareCard Number:	Copy of immunization record attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Alert: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify:	
Please list any health concerns, e.g., vision, hearing, allergies, chronic illness, etc.:	

Sibling Information

First/last name:	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	Birthdate (mm/dd/yyyy):
First/last name:	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	Birthdate (mm/dd/yyyy):
First/last name:	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	Birthdate (mm/dd/yyyy):
First/last name:	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	Birthdate (mm/dd/yyyy):

Name and Address of Previous School:	
Copy of last report card: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of transfer from previous school: <input type="checkbox"/> Yes <input type="checkbox"/> No

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, and when required, may be provided to health services, social services or support services as outlined in Section 79 (2) of the School Act. The information collected on the form will be protected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact the School Administration.

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

Assigned to: _____	Grade: _____	Division: _____	Teacher: _____
Student Registration Form Received by: _____			



**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.