



## School District 69 (Qualicum) Checklist/Information for Student Registration

All Kindergarten to Grade 12 students must register at their neighbourhood (catchment) school.

Parents of students wishing to attend a school outside of their catchment area are required to register at their catchment school at which time they are to complete the appropriate “Application for Cross-Boundary Enrollment” (Board Policy 7015).

To determine your catchment school, go to [School Locator](#) and search by street address.

### Registration Checklist (original or certified documents required)

When registering at your neighbourhood school, please provide the following:

- 1. **Acceptable Documentation for Proof of Legal Identity (Required):**
  - Birth Certificate or Birth Certificate with English translation
  - BC Services Card (PHOTO version only)
  - Permanent Resident Card
  - Passport or VISA
  - BC Identification Card or Driver’s License
  
- 2. **Additional Documentation, if applicable:**
  - Government issued adoption papers;
  - Filed custody/guardianship Court Orders (student identified within Order)
  
- 3. **Documentation for Proof of Being “Ordinarily Resident” for student and parent/legal guardian (Required):**
  - British Columbia Medical Services Plan [**PHOTO version only**] coverage for parent/legal guardian **and** one item from the list of supporting documentation that follows; or,
  - Proof of application for BCMSP for parent/legal guardian **and** three items from the list of supporting documentation that follows (the registration will not be complete until BCMSP coverage is confirmed)

While each of the following indicators alone is not enough to establish residency for the purpose of Section 82 of the School Act, the larger the number of positive indicators as set out in the list below, the more likely it is that the person qualifies as a resident of the province for the purpose of receiving government funded public education:

  - Ownership of a dwelling or a long-term lease or rental of a dwelling;
  - Legal documents indicating British Columbia residence;
  - Provincial Driver’s License (NOTE: BC Driver’s License & Services Card is considered one piece of identification, not two); or,
  - A current income tax return filed as a BC resident
  
- 4. The Ministry’s ‘Eligibility of Students for Operating Grant Funding’ website (<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding>) indicates the following items can also be used to assess residency:
  - Residence of spouse, children and other dependent family members in the dwelling
  - Employment within the community
  - Provincial registration of automobile
  - Canadian bank accounts or credit cards
  - Links to community through religious organizations, recreational and social clubs, unions and professional organizations
  - Subscriptions for life or health insurance, such as MSP coverage
  - Business relationships within the community
  
- 5. **Most recent school report cards from previous school**
  
- 6. **Child’s immunization records since birth** and any other important health documents. Please note that while immunization records are not required for registration, a copy **may** be requested for the student file.
  
- 7. **Completed Permission Forms (as provided by school) – Examples as follows:**
  - Student FOIPPA / Personal Consent Form
  - Student Use of Web-based (Cloud) Educational Tools: Informed Parental Consent Process for Storage and Access of Information both Inside and Outside of Canada
  - Google Apps for Education (GAFE), if applicable