

Required Documentation for Admissions 2024-2025 and 2025-2026

PDF copies of all the required documentation must be attached to your application form for it to be submitted properly.

Please make sure you gather good-quality PDF copies of the following documents BEFORE you start the application process.

Once you have successfully submitted an application form, you will receive an automated email confirming receipt. Your first choice school will contact you if any documentation is missing and processing will be delayed until it is complete.

Applications are not considered complete until all documents have been received and reviewed. Many schools require supplemental residential documents in addition to proof of residence and utility bill.

Schools may request in-person document submission at their discretion. Schools may request additional documentation at their discretion.

Please note: Applications and documentation must be submitted by a parent or documented legal guardian, not another family member, caregiver, or friend.

Relocation and/or real estate agents are not permitted to act independently for parents.

A. PROOF OF STUDENT BIRTHDATE

- Child's original long form birth certificate (with official translation if applicable)

B. PROOF OF CITIZENSHIP (*required for both student and parents*)

- Child's Canadian passport or Canadian Citizenship documents; OR Canadian immigration documentation and current foreign passport
- Canadian passport, or citizenship or immigration documents as outlined above for at least one parent or documented legal guardian (not custodian)
- Canadian birth certificates may be accepted in rare cases where passports are not available

C. PROOF OF RESIDENCE

To confirm residency in British Columbia, we require the following documents:

1. One Primary Proof of Residence
2. One utility bill **OR** three supplemental documents

In addition to the documents listed above, some schools may require additional supplementary support documents to complete the application.

All documents must contain one of the parents'/legal guardians' names at the residential address shown on the application and must be current dated. Agreements must be valid at the date when the student intends to start school.

Business addresses are not acceptable for admissions purposes.

<p><u>Primary Proof of Residence**</u> <i>a minimum of one (1) document showing parent/guardian name</i></p>	<p>AND</p>	<p><u>Utility Bill</u> <i>a minimum of one (1) current-dated utility bill in a parent/guardian name showing the residential (service) address.</i></p>
<ul style="list-style-type: none"> • Most recent Property Tax Notice • Most recent BC Property Assessment Notice • All pages of the complete Residential Tenancy Agreement • Complete Purchase Agreement (considered valid as of the closing date specified in the agreement) 		<ul style="list-style-type: none"> • BC Hydro • Fortis • Wyse, Enerpro etc. • Cable TV or Internet provider bill • Landline telephone bill (cell phone bills will not be accepted) • Municipal metered utility statement

Primary Proof of Residence**

- Considered valid as of the start date in the Beginning and Term of the Agreement section of a tenancy agreement, the closing date in the purchase agreement, or the date of your arrival in the province – whichever is later;
- Must be valid at the date when the student intends to start school
- Month-to-month tenancy agreements are typically not accepted without an initial set term (typically one year)
- If all utilities are included in the tenancy agreement, you will be required to provide supplemental support documents to confirm your address.

If you cannot produce at least one utility document, you will be required to produce a minimum of THREE supplemental documents as listed below.

<p>Supplemental Documentation <i>a <u>minimum</u> of three (3), current-dated in a parent/guardian name showing the residential (service) address</i></p>
<ul style="list-style-type: none"> • Mobile phone bill • ICBC car registration/insurance • Credit card or bank statement (not both) • Homeowner or tenant’s insurance documents for the address cited, with at least one of the parents/guardians as the named insured • One of: BC Driver’s Licence, BC ID, or BC Services card (plastic card with address sticker NOT accepted)

Families Living with Friends or Relatives:

If you are living with friends or family and you do not have a tenancy agreement, you are required to provide the following:

1. A current-dated notarized letter, signed by the homeowner and student’s parent/guardian(s), confirming the owner’s name, full address of the residence, names of the family members living with them, along with an estimated duration of the arrangement including dates. If all documentation is in order, the address will be considered valid as of the date the arrangement began, or the date of arrival in the province, whichever is later.

2. Homeowner documentation

- Primary Proof of Residence of the homeowner:
 - Most recent property tax bill
 - Most recent property assessment

OR

- For friends/relatives who rent:
 - Complete rental agreement (all pages)
 - Utility Bill
 - One (1) supplemental document

3. Parent/legal guardian documentation

- Three pieces of current dated supplemental documentation that show the student's parent/guardians' name(s) and the address cited.
 - Mobile phone bill
 - ICBC car registration/insurance
 - Credit card or Bank statement (not both)
 - Tenant's insurance or insurance document with parents listed as additionally insured
 - One of: BC Driver's Licence, BC ID, or BC Services card (*plastic card with address sticker NOT accepted*)
 - Membership documentation for a local social, education, business, or religious organization. These will only be accepted as a last resort and in very rare circumstances.

D. PARENTAL RESPONSIBILITY

- If parents have joint parental responsibility, name, address, and contact information (email and phone number) for both parents must be entered on the application, even if out of country
- If parents do not share parental responsibility, an original and complete order or an executed separation agreement from the BC Supreme Court or BC Provincial Court must be presented to the school to confirm any particular guardianship arrangement, parental responsibilities, parenting time, or custody agreement pertaining to the child. **Please ensure that all pages for the order are included. We are not able to accept partial or incomplete orders.**
- If there is a court order issued outside of the province of British Columbia, please provide an original and complete document from the issuing jurisdiction, as well as an official translation if applicable. This will be reviewed by the school administration.
- If one parent is deceased, please provide a death certificate if possible

E. CHILD'S PREVIOUS SCHOOL DOCUMENTS

- Most recent report card from previous school (for students entering grades 1-12_
- Any **reports** that may be beneficial for the school board to have. This would include your child's IEP or any documents related to your child's diagnosis (if applicable).