



## **WEST BAY** ELEMENTARY

Thank you for your registration. There will be no in person drop off of supporting documentation. Please see below for process.

Due to the fact that we are limiting access while students are still unvaccinated we will not be holding an Orientation Session but please click on the link [here](#) to give you an overview of West Bay and if you have any further questions about the IB Program please do not hesitate to ask – [sbarrie@wvschools.ca](mailto:sbarrie@wvschools.ca)

Please email **GOOD-QUALITY ELECTRONIC COPIES (ideally pdf files)** of these required documents **to the school office by 25<sup>th</sup> OCTOBER, 2021**. Poor-quality and/or incomplete copies will not be accepted. Please note that no registrant will go onto a waitlist for the 2022-23 school year until ALL requested documentation has been received. Your documents need to be emailed to [westbay@wvschools.ca](mailto:westbay@wvschools.ca)

**Please note:** Documents must be submitted by a parent or documented legal guardian, not another family member, custodian, caregiver, or friend. Relocation and/or real estate agents are not permitted to act independently for parents.

### **PROOF OF STUDENT BIRTHDATE**

Child's original birth certificate (long form birth certificate if available)

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

- Child's original birth certificate; Canadian passport, or Canadian Immigration or Citizenship documents
- Canadian Immigration or Citizenship documents for at least one birth parent or legal guardian (not custodian)
- Please provide passports if available

### **PROOF OF RESIDENCE**

**A minimum of one of the following showing parent/guardian names at address cited**

- Completed Purchase Agreement
- Completed Residential Tenancy Agreement
- Most recent BC Property Assessment notice
- Most recent Property Tax Notice

### **PLUS**

**A minimum of two of the following:**

- A current residential utility bill addressed to one of the parents/guardians at the address cited. This may include:
  - Municipal metered utility statement
  - BC Hydro bill
  - Fortis BC bill
  - Cable TV or Internet provider bill
  - Landline telephone bill (cell phone bills will not be accepted as primary proof)
- Homeowner or tenant's insurance documents for the address cited, with at least one of the parents/guardians as the named insured

### **OR**

**A minimum of three of the following:**

- Cell phone bill
- ICBC car registration/insurance
- Credit card bill (ideally from a different bank than the account statement)
- Bank account statement
- Government identification showing address cited (BC driver's licence, BC Identification, or BC Services Card only)