

## **Required Documentation for Admissions**

Please submit **GOOD-QUALITY PDF COPIES** of these required documents [by email](#) to the office of your first choice school. Poor-quality scans and photos will not be accepted. All documents must be complete.

**Please note:** Documents 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.

**Parents should not enter schools without an appointment.**

### **A. PROOF OF STUDENT BIRTHDATE**

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

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

- Child's Canadian passport, or Canadian Citizenship card/documentation (not commemorative certificate); OR Canadian immigration documentation and current foreign passport
- Canadian passport; or citizenship or immigration documents as outlined above, for at least one birth parent or documented legal guardian (not custodian)

### **C. PROOF OF RESIDENCE**

In order to support an address in British Columbia, we require both specific proof of residence and additional support documents. These documents must contain one of the parent/guardians' names, at the residential address shown on the application and must be current. Utility bills must show the residential (service) address. IB and EFI elementary schools require a minimum of two residential support documents in addition to proof of residence.

*Please note:* purchase agreements are considered valid as of the closing date noted, and tenancy agreements are considered valid as of the start date specified in the length of tenancy section. As well, they must be valid at the date when the student intends to start school. Business addresses are not acceptable for admissions purposes.

#### **Proof of Residence**

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

- Complete Purchase Agreement
- Complete Residential Tenancy Agreement (all pages)
- Most recent BC Property Assessment notice
- Most recent Property Tax Notice

## **AND**

### **Primary Support Document(s) for Proof of Residence**

**A minimum of one 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

***Please note: If your primary support documents for proof of residence are incomplete, you are required to provide secondary support documents.***

### **Secondary support documents for Proof of Residence**

If all utilities are included in the tenancy agreement, you will be required to provide secondary support documents to confirm your address. All documents must be current and show the name of at least one parent/guardian at the residential address cited on the application.

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

- Cell phone bill
- ICBC car registration/insurance
- Credit card bill
- Bank statement (ideally from a different bank than the credit card)
- Government identification showing address cited (BC Driver's Licence, BC Identification Card, or BC Services Card only)
  - \*\* BC photo cards with an address sticker will be accepted as a fourth piece of supplementary documentation ONLY \*\*

### **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:**

- A notarized letter, signed by the homeowner and student's parent(s), confirming the owner's name and full address of the residence, and the names of the family members living with them, along with an estimated duration of the arrangement
- One of the following in the homeowner's name in order to support ownership:
  - Most recent property tax bill
  - Most recent property assessment
  - Municipal metered utility bill in the homeowner's name

- Three pieces of supporting documentation that show the student's parent's name(s) and the address cited.
  - These must be current and can include:
    - Tenant's insurance or insurance document with parents listed as additionally insured
    - Cell phone bill
    - ICBC car registration/insurance
    - Credit card bill
    - Bank statement (ideally from a different bank than the credit card)
    - Government identification showing address cited (BC Driver's Licence, BC Identification Card, or BC Services Card only)
      - \*\* BC photo cards with an address sticker will be accepted as a fourth piece of supplementary documentation ONLY \*\*

#### **D. 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, 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. This will be reviewed by the school administration.
- If one parent is deceased, please provide a death certificate if possible

#### **E. CHILD'S IMMUNIZATION RECORDS**

- Child's Immunization Record as well as any other important health documents (please provide translated version if applicable)

#### **F. CHILD'S PREVIOUS REPORT CARDS**

- Most recent original report card from previous school year (for students entering grades 1 – 12)