



Helpful Checklist of Required Documents

Please bring **ORIGINALS** of these required documents in person to the school office. We will make a copy for our records and return the original to you. Photocopies or other facsimiles will not be accepted as proof of information.

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.

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 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 bring passports if available

C. PROOF OF RESIDENCE

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. Some schools may require three pieces of primary residential documentation.

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. Business addresses are not acceptable for admissions purposes.

Primary Proof of Residence (minimum two pieces)

1. **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

AND

2. 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 proof of residence is incomplete, you are required to provide secondary proof

Secondary Proof of Residence (minimum three pieces)

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

- Bank account statement
- Credit card bill (ideally from a different bank than the account statement)
- Cell phone bill
- Government identification showing address cited (BC driver's licence, BC Identification, or BC Services Card only)
- ***** BC Driver's licence with an address sticker will be accepted as a fourth piece of supplementary documentation ONLY *****

If you are living temporarily with friends or family and you do not have a tenancy agreement, you will be 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: the most recent property tax bill or property tax assessment, or municipal metered utility bill supporting ownership
- Three pieces of supplementary documentation that show the student's parent's name(s) and the address cited. These can include: bank statement, tenant's insurance, credit card bill (ideally from a different bank than the statement), mobile phone bill, or government identification (BC driver's licence, BC identification, or BC Services Card). A BC driver's licence with an address sticker will be accepted as a fourth piece of supplementary documentation only.

D. CHILD GUARDIANSHIP / CUSTODY AGREEMENTS

- An original and completed Order 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 PREVIOUS REPORT CARDS (if applicable)

- Original report card from the previous school year

F. CHILD'S IMMUNIZATION RECORDS (if available)

- Child's Immunization Record as well as any other important health documents