

REQUIRED DOCUMENTS DURING REGISTRATION

A parent or legal guardian must personally attend along with their child.

(Exception: Students currently in the local schools do not need to come.)

The following documents are **required at the time** you register your child:

- (1) **Student's Original Birth Certificate with parents' names** – If the original document is not in English, bring the original translation by a Certified Translator (STIBC)
- (2) **Student's and Both Parents' Original Proof of Status in Canada:**
 - Valid Permanent Resident card for current school year or Landing document with passport (if PR card not yet issued)
 - Canadian passport or Citizenship card or Canadian birth certificate
 - Letter of Acceptance from the Superintendent's office is required prior to registering, if you have a work permit or study permit or refugee status or PR renewal or returning Canadian (non-resident status) or under Ministry of Child and Family Development
 - Legal custody documents, if applicable
 - Notarized consent letter and passport from the absent parent who has joint custody
- (3) **Parents' Proof for Ordinarily Resident status in BC**
 - CDN/PR: Current** Canada Revenue Agency - Notice of Assessment (NOA) income tax return
 - Landing Document - bring at least 2 of the following:**
 - Local employment letter and/or paystubs
 - Local Canadian bank document or Canadian credit card document
 - Child Care Benefit or GST credit or life/health insurance
 - BC driver's license **and** car registration
 - (4) **Current Residential Address** - bring 1 of the following:
 - Current property tax notice or assessment **and** current utility bill
 - Long-term rental agreement **and** landlord's property tax notice **and** tenant's 2nd proof, ie mail-forwarding account or move-my-service account or phone document or bank document
 - Signed contract of purchase and sale with completion date, possession date, subjects removed **and** a copy of deposit draft

****We reserve the right to request additional documents if required****

- (5) **Other documents requested for each student**
 - Last school report card or school transcript of marks is required for Gr. 8-12
 - Immunization record (health record)
 - Reports needed to request extra classroom support

An English Language Learning assessment appointment will be scheduled, if necessary, once registration is complete.

The student placement process is as follows:

1. Place student at the catchment (neighbourhood) school, or
2. If there is no space at the catchment school, the District Administrator for Central Registration will place the student at a nearby school.

在辦理入學註冊時所需文件

家長或合法監護人必須攜同需要註冊的子女前來辦理入學登記手續。

(例外：目前在當地學校就讀的學生不需要前來。)

每一名需要入學的子女必須在註冊時出示以下文件：

- (1) **列出家長名字的學生出生證明原件** – 如原件所用語言並非英語，便需要同時附上加拿大註冊翻譯員(STIBC 會員)的英譯原件
- (2) **學生和家長的加拿大身份的證明原件**
 - 現學年有效的永久居民卡 或 護照和登陸入境紙 (如沒有收到永久居民卡)
 - 加拿大護照 或 公民卡 或 加拿大出生証
 - 如家長是持工作簽證 或 學生簽證 或 難民身份 或 永久居民卡待續期間 或 返回加拿大的公民(非卑詩省居民身份) 或 正在接受省政府兒童及家庭發展廳的服務, 請先向教育局總監辦公室取得子女入學錄取通知書後才可為其辦理入學註冊手續
 - 有關子女監護權的法律文件, 如適用
 - 如果父母雙方共同承擔子女的監護權, 當其中一方家長缺席, 出席的一方責必須攜帶缺席家長已簽署及公證的子女入學同意書及其護照
- (3) **家長需要提供卑詩省居民的身份證明**
 - 加拿大公民/居民** – 最近加拿大稅務局所發的稅務收益評估通知
 - 持有登陸入境紙的人士** – 請出示下列其中至少兩樣文件:
 - 當地就業的聘書及/或工資單
 - 當地加拿大銀行賬戶文件 或 加拿大的信用卡文件
 - 兒童補助金通知 或 消費稅退稅通知 或 人壽/醫療保險
 - 本省的汽車登記及駕駛執照
- (4) **目前的居住地址證明** – 請出示下列其中之一：
 - 最近的住房地稅通知單 或 估價單 **及** 最新的水電費賬單
 - 已簽署的正規長期租房合約 **及** 業主的房地稅通知單 **及** 租客的附加文件：如郵件轉發戶口 或 帳戶服務轉移 或 電話服務文件 或 銀行服務文件
 - 已簽署的房屋買賣合約, 需註有成交日期、交房日期、已括免條款**及**押金匯票副本

**** 視情況所需，我們有權要求提供更多的文件 ****

- (5) **每一名註冊的學生還需要出示的其他文件**
 - 如入讀八至十二年級的中學生, 請出示最近一年的學校成績單 或 評分報告
 - 免疫紀錄 (健康紀錄)
 - 任何請求額外教室支援的報告

如有必要, 入學註冊手續完成後學生將被安排預約做英語水平(ELL)測試。
入讀學校的分配程序如下：

1. 學生入讀居住區所屬的學校, 或
2. 如果居住區所屬學校的收生名額已滿, 教育局的行政人員將安排該生入讀另外一所就近的學校。