

Registration

A document guide
for parents & caregivers

At New Westminster Schools, we're committed to providing education to all kids living in our community in a safe and welcoming environment.

Our central registration team can walk you through the process of enrollment in all our various programs. New Westminster Schools was the first BC district to introduce a Sanctuary Schools policy ... because we believe in providing access for all students living in our community.

If for any reason you are not able to provide some of the below documents, please contact our registration team at our district's Welcome Centre to start a confidential conversation.

SECTION 1:

Student age and identity

Please provide one (1) of the following:

- Canadian birth certificate or passport
- Indigenous documentation or band card
- Canadian citizenship card or certificate
- Confirmation of permanent residence

If your child is not Canadian, a Permanent Resident or Indigenous, please provide one (1) of:

- Refugee claimant documentation
- Temporary resident permit
(Visitor record/Study permit)

SECTION 2:

Guardianship

Please provide one (1) of the following from the custodial parent or legal guardian:

- Child's birth certificate, naming parent(s)
- Court ordered document showing guardianship

If not available, other government-produced documents (including mail) that list and prove guardianship may be accepted.

SECTION 3:

Parent or Legal Guardian

Please provide one (1) of the following:

- Canadian birth certificate or passport
- Indigenous documentation or band card
- Canadian citizenship card or certificate
- Confirmation of permanent residence
and passport

To verify and determine funding eligibility, if your child is not a Canadian, Permanent Resident or Indigenous, please provide one (1) of the following:

- Refugee claimant documentation
- Temporary resident permit* (work or study permit) for one year or more, with supporting documentation.

* Parent Work Permit or Study Permit: employment must be as indicated on the permit & be more than 20 hours per week; study must be full-time in a degree or diploma program at a public post-secondary institute in BC, or in a degree program at a private post-secondary institute in BC, or enrolled in an ELL program of up to one year in duration at an EQA school where the completion of the ELL program is a prerequisite for entry to the degree or diploma program.

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SECTION 4:

Proof of address in the city of New Westminster
One (1) of the following primary documents from the custodial parent or legal guardian, financial portions of the documents can be redacted:

- Property purchase agreement (if recent purchase, with subjects removed)
- Current long-term rental agreement agreement
- Homeowner grant eligibility (show on property tax receipt)

And one (1) of the following secondary documents (other documents may be accepted, contact the Welcome Centre to discuss):

- BC Driver's Licence, must be version with photo and have current address
- BC Services or ID card with current address
- Vehicle registration, with current address
- Recent paystub, with address
- Income tax statement – showing name and province of residency
- Correspondence from a government agency (e.g. BC Employment Assistance)
- Letter from a lawyer confirming the application of long-term stay in BC

SECTION 5:

Additional information that that may assist in better supporting your child's placement:

- Most recent report card
- Student's personal health number (BC Care Card), or alternate medical coverage
- If parents live separately (written agreement or court order)
- Settlement Workers in Schools (SWIS) referral form completed
- Two (2) emergency contacts
- Daycare information (if applicable)
- Existing Individual Education Plan

Questions?

Contact our Welcome Centre at:

registrations@sd40.bc.ca or

604 517 6200

Learn more at **newwestschools.ca**