

REQUIRED DOCUMENTS FOR REGISTRATION

Parent(s) or legal guardian(s) must be living in Richmond.

Please note that ALL documents provided need to be in parent(s)/legal guardian(s)' name and current address.

(1) Student's Original Birth Certificate with parents' names (If the original document is not in English, please bring the original translation by a Certified Translator)

(2) Student's and Both Parents' Original Proof of Status in Canada

- Valid Permanent Resident card *or* Landing document with passport
- Canadian passport *or* Citizenship card *or* Canadian birth certificate

(3) Three (3) Pieces of Residential Proof

- Current property tax notice or property assessment notice
- Long-term residential tenancy agreement
- BC driver's license, BC Services Card or BCID card
- Local Canadian bank document and/or local credit card document
- Current utility bill or service provider bill (Hydro, Fortis, Telus, Shaw, etc.)
- Signed contract of purchase and sale with completion date, possession date, subjects removed **and** a copy of deposit draft
- CRA Tax Return Notice of Assessment (current year, front page only)

(4) Other documents requested for each student (if available/applicable)

- Legal custody documents (if applicable)
- Signed consent letter and passport copy (if only one parent is present in Richmond)
- Last school report card or school transcript of marks is required for Gr. 8-12
- Immunization record (health record)
- Documents or reports regarding learning support or medical diagnosis

We reserve the right to request additional documents

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

Once your registration is complete, the student placement process can begin. A student will normally attend the school located in the catchment area in which their parents or legal guardians reside, unless there is no physical, resource or program space available.

For the 2020/21 school year, the above provision may need to be applied more frequently, potentially resulting in more students needing placement outside their catchment school. In this case, students will be placed at a nearby school by the District Administrator for Central Registration.

How do I register?

Step 1: Complete a registration form and upload required documents **ONLINE** at studentregistration.sd38.bc.ca.

Step 2: Central Registration Staff will contact you by phone to review your application.

Step 3: Once all required documents have been verified, your registration is complete and the student placement process can begin.

For more information and answers to frequently asked questions, please refer to our website at sd38.bc.ca/studentregistration

RICHMOND
SCHOOL DISTRICT NO. 38