

How to Register

To register a student, please follow the three-step process outlined below.



STEP 1: Prepare the Required Documents

- Please see the reverse page for a detailed list of the required documents you will need to register.
- These documents must be in the name of the parent(s) or legal guardian(s) and must reflect a current Richmond address.
- Please ensure all documents are gathered **before** proceeding to Step 2.



STEP 2: Complete the Online Registration Form

Visit sd38.bc.ca/student-form or scan the QR code to complete the online registration form. Please ensure you have all required documents ready to upload.



STEP 3: Central Registration Will Contact You

Central Registration will contact you via email or phone within three business days after the online form is submitted.

Required Documents

1

Student's original birth certificate

- Original birth certificate including parents' names.
If the document is not in English, a certified translation must be provided.

2

Student's original proof of status in Canada

Provide one of the following documents:

- Permanent resident card
- Permanent residence status with passport
- Canadian passport
- Citizenship card
- Canadian birth certificate
- Study permit
- Original refugee claimant document

3

Parent(s)/guardian(s) original proof of status in Canada

Provide one of the following documents for each parent:

- Permanent resident card
- Permanent residence status with passport
- Canadian passport
- Citizenship card
- Canadian birth certificate
- Work permit
- Original refugee claimant document

4

Proof of residency

Provide any three of the following documents:

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

5

If the student is registering for Grade 8-12

- Last school report card or school transcript

6

If only one parent is present in Richmond

- Legal custody documents
- Signed consent letter and passport copy of non-Richmond parent

7

If the student requires learning or medical support, provide the following

- Immunization record (health record)
- Documents or reports regarding learning support or medical diagnosis