

LANGLEY SCHOOL DISTRICT INTAKE FORM

The following verification is required by the Ministry of Education and Child Care; attach in Student File.

For Parents/Legal Guardians who are not Canadian Citizens, registration will occur at the School Board Office

Legal Surname: _____ Legal First Name: _____

Usual Surname: _____ Usual First Name: _____

ENTRY REQUIREMENTS INTO AN EDUCATIONAL PROGRAM: ADMINISTRATIVE PROCEDURE 300

1. **Student's Proof of Age** (✓ box to confirm verified; **keep copy in student file**)

- | | |
|---|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Secure Certificate of Indian Status (SCIS/Status Card) |
| <input type="checkbox"/> Certificate of Citizenship | <input type="checkbox"/> Permanent Resident Card (copy both sides) |
| <input type="checkbox"/> Immigration Canada Documents | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Court Order | <input type="checkbox"/> Other legal or government-issued document |

2. **Evidence of Guardianship** (✓ boxes to confirm verified; **documents are not retained**)

- ☐ Parent/ Legal Guardian's government issued photo ID

And, One of:

- | | |
|---|---|
| <input type="checkbox"/> Child's Birth Certificate with Parent's Name | <input type="checkbox"/> Income Tax Statement – Children Declared |
| <input type="checkbox"/> Court Order | <input type="checkbox"/> Child in Care Documentation |
| <input type="checkbox"/> Immigration Canada Documents | |

3. **Parent/Legal Guardian Citizenship** (✓ box to confirm verified; **documents are not retained**)

Canadian Citizens

- | | |
|--|---|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Secure Certificate of Indian Status (SCIS/Status Card) |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Nexus Card with citizenship listed as Canadian |
| <input type="checkbox"/> Citizen Certificate | |

Non-Canadian Citizenship For parents/legal guardians who are not Canadian Citizens, registrations occur at SBO.

- ☐ Permanent Resident Card (copy both sides)
- ☐ Canadian Immigration Documents
- ☐ Work or Study Permit: Approved by District School Accountant

4. **Residency** (✓ boxes to confirm verified; **documents are not retained**)

One of:

- | | |
|--|---|
| <input type="checkbox"/> Subject-Free Home Purchase Contract | <input type="checkbox"/> Municipal Tax Bill |
| <input type="checkbox"/> Mortgage Statement | <input type="checkbox"/> Rental Agreement or Letter from Landlord |

And, One of:

- | | |
|---|--|
| <input type="checkbox"/> BC Driver's License | <input type="checkbox"/> Insurance Statement or Policy |
| <input type="checkbox"/> BC Services Card | <input type="checkbox"/> Income Tax Statement |
| <input type="checkbox"/> BC Vehicle Registration | <input type="checkbox"/> Utility Bill |
| <input type="checkbox"/> BCID | <input type="checkbox"/> Employment Pay Slip |
| <input type="checkbox"/> Canadian Bank or Credit Card Statement | <input type="checkbox"/> Other legal or government-issued document |



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Funding/Monitoring Information:

Confirm (✓) District requirements are entered in MyEdBC to ensure Ministry funding/student support.

1. **MyEdBC entry for student is** (Citizenship tab/Citizenship Code)

☐ Canadian Citizen ☐ Permanent Resident ☐ Refugee ☐ International Funding Eligible (work/study permit)

2. **Aboriginal Ancestry** ☐ No ☐ Yes **If yes**, enter in MyEdBC under **Programs tab** and **Language & Cultural tab**

(Please remember to provide original "self-identification" form to the Aboriginal Support Worker)

3. **Immunization AP312** (✓ box to confirm verified; **documents are not retained**)

☐ Documents received referring to vaccination status (not mandatory)

4. **Custody Order** Parent/Legal Guardian who have checked off court order on the registration form must produce a copy for student file. Confirm type of custody order:

☐ Joint ☐ Sole Mother Order ☐ Sole Father Order ☐ Other (specify): _____

ALERTS: ☐ NO ACCESS (specify): _____ ☐ Other (specify): _____

5. **ALL "In-Care" registrations** (All orders: permanent or temporary)

☐ Scanned registration, including all orders to enhancedservices@sd35.bc.ca

6. **Health Information** Please send all psych-ed assessments, IEPs and assessment reports to referrals@sd35.bc.ca.

All other medical information should be submitted only to the school; life threatening conditions require a Medical Form.

7. **District staff processing Non-Canadian Citizenship registrations:** Documents are scanned to swis@sd35.bc.ca ☐ Yes

School Staff - Verified by: _____

Date: _____

District Staff (if applicable): _____

Date: _____