



## P500: Appendix II – Documentation for Student Registration

School District 70 (Alberni)  
4690 Roger Street Port Alberni, BC V9Y 3Z4  
Telephone: 250.723.3565 Fax: 250.723.0318

**When registering at your neighbourhood school, please bring the following:**

### 1. Primary documentation for Proof of Age:

- Birth Certificate, or alternately
- Passport
- Government issued adoption papers
- Court order with the student's name and date of birth within the order, or
- Live birth report

### 2. Primary documentation for proof of being "Ordinarily Resident"

*While each of the following indicators alone is not enough to establish residency for the purpose of Section 82 of the School Act, the larger the number of positive indicators as set out in the list below, the more likely it is that the person qualifies as a resident of the province for the purpose of receiving government funded public education:*

- Ownership or long-term lease and/or rental of a dwelling in which the family resides, and
- utility bills indicating parent/guardian name and BC residence (i.e.: BC Hydro, Telus, Shaw, Fortis)

Alternate documentation may include

- Status Card,
- British Columbia Medical Services Plan (BCMSP) coverage for parent/legal guardian
- proof of application for BCMSP for parent/legal guardian
- copy of BC Care Card or number of the student

### 3. Documentation for determining School Catchment

*For the purpose of establishing a student's catchment area, residency is determined **as of the date of the application to enroll is submitted to the school**, and must be supported by **current evidence** of:*

- Ownership or long-term lease and/or rental of a dwelling in which the family resides, or
- utility bill for primary residence indicating parent/guardian name residence (i.e.: BC Hydro, Telus, Shaw, Fortis);

### 4. Most recent school report cards from previous school

**5. Child's immunization records since birth** and any other important health documents. Please note that while immunization records are not required for registration, a copy may be requested for the student file.

6. Any other relevant legal documentation (e.g.: **Custody/guardianship court orders**)