



SD39 DL Elementary

2023-2024 Checklist Information

Please complete the attached student application form and email it to vlne@vsb.bc.ca, along with the required original and current documents as listed below. Please send **only one email per student** application with all your individual documents in PDF format, clearly labeled, and individually attached.

Once your application and documents have been verified and accepted, you will be placed on our wait list and one of our teachers will contact you (when school is in session) for the intake interview.

Please note that our school's process from application to full registration may take several weeks and you should remain enrolled with your current school until we request the release of your child's records directly from the school.

Checklist of original and current documents (PDF format) required for your application:

- 1. **Proof of Child's Identity**
 - **Child's BC Services Card both sides**
 - **Original Birth Certificate**
(with certified translation in English if applicable)
OR
 - **Canadian Citizenship or Immigration Documents**
(for example, PR Card, Passport, Canadian Citizenship Card, Refugee Document, Study or Work Permit).

- 2. **Proof of Parent's Identity** (valid government issued photo ID for both parents)
 - **BC Driver License both sides**
 - **BC Services Card both sides**
 - **PR Card, Passport, Citizenship Card**
Note: If in Canada on a temporary VISA, please provide that documentation as well.

- 3. **Proof of Address in British Columbia**
 - At least **one current bill** (such as Hydro, Internet bill, etc.) showing current date, name, and address.
Note: cell phone bills are not accepted.

- 4. **Most Recent School Report Card**

- 5. **Child's Immunization Record**