

REQUIRED DOCUMENTS CHECKLIST

This checklist is meant to help you gather all the required documents to complete the registration process.

The online registration process is the first step to successfully registering your child with the Vancouver School Board. Your registration will only be considered complete if your assigned Registrar can determine your eligibility for publicly funded education based off the information you provide with your registration.

Once you have successfully submitted an online application, a confirmation page will appear with your registration number, appointment booking link and PIN. Please store this information in a secure location.

OVERVIEW OF THE NWC REGISTRATION PROCESS

- STEP 1** Complete the online registration.
- STEP 2** Refer to your confirmation email to access the appointment booking link to schedule an in-person appointment with a Registrar.
- STEP 3** Your child will be assessed, *if necessary*
- STEP 4** Our team will send your completed registration to your catchment school. Once the school receives your registration, they will contact you to discuss next the steps.

OVERVIEW OF REQUIRED DOCUMENTS

	PROOF OF RESIDENCE (primary document)
	PROOF OF RESIDENCE (secondary document)
	PROOF OF STUDENT BIRTHDATE AND PARENTAL INFORMATION
	PROOF OF STATUS IN CANADA FOR PARENT(S)
	PROOF OF STATUS IN CANADA FOR STUDENT(S)
	IMMUNIZATION RECORDS
	STUDENT REPORT CARDS
	OTHER RELEVANT DOCUMENTS

PROOF OF RESIDENCE

These documents are needed to confirm your address in the city of Vancouver. We require both specific proof of residence and additional supporting documents to verify this. The documents provided need to clearly show parent(s) or legal guardian name(s) and address in the city of Vancouver. Schools experiencing enrollment pressure may request additional identification as proof of residency.

One of the following:

Homeowners	Recent property tax statement or a purchase agreement, with subject removal and a deposit receipt if you just bought a new home
Tenants	Long-term rental or lease agreement - attach the entire Residential Tenancy Agreement
Other	This can include families living with friends or relatives) please include a letter as well as two additional documents from the list below

AND one of the following:

Cell or home phone statement	Tenant insurance
Canadian Bank account statement	Electricity bill
Car insurance statement	BC ID or Driver's license
Loan payment	Official membership for a local, social, education, business, or religious organization

PROOF OF STUDENT BIRTHDATE AND PARENTAL INFORMATION

Original birth certificate. If it is not in English or French, please include an English translated version of the birth certificate. The birth certificate should ideally show the parents' names.

PROOF OF STATUS IN CANADA (*required for student(s) and parent(s)*)

For more detailed information, please visit the [Eligibility of Students for Operating Grant Funding page on the Government of British Columbia website](#). Examples include:

Permanent Resident Cards or Forms	Refugee and Protected Persons Letters
Work Permit Letters	Diplomat Cards
Study Permit Letters	Canadian Citizen Cards

STUDENT IMMUNIZATION RECORDS

If available, you do not need to translate them. Please also include important health information (e.g. medical alerts)

STUDENT REPORT CARDS

Elementary - Most recent report card

Secondary - All report cards from Grade 7 (age 13 to present)

Any Individual Education Plan (IEP), Psycho-Education Reports, or Medical Reports.

RELEVANT DOCUMENTS

Other relevant information can include documentation outlining parental responsibility, such as:

Court Order Guardianship	Parent/Guardian Certificate of Death
Divorce Order	Letter providing information regarding unique circumstances
Separation Letter	