

LANGLEY SCHOOL DISTRICT INTAKE FORM

The following verification is required by the Ministry of Education and Child Care; attach in Student Record (File).
For Parents/Legal Guardians who are not Canadian Citizens, registration will occur at the School Board Office (SBO).

Legal Surname: _____ Legal First Name: _____
Usual Surname: _____ Usual First Name: _____

Entry Requirements into an Education Program: Admin. Procedure 300

1. **Student's Proof of Age** A copy of one of the following must be taken and placed into the student record (file)

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Secure Certificate of Indian Status (SCIS), also known as 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"/> Driver's Licence
2. **Parent/Legal Guardian Citizenship** One Parent/ Legal Guardian will produce one of the following documents. Please ✓ box to confirm verified; documents are not retained.

Canadian Citizens: ☐ Passport ☐ Birth Certificate ☐ Citizen Certificate ☐ Certificate of Indian Status (SCIS/Status Card)

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

District Office Staff: Copies are retained for Student Record, and scanned to swis@sd35.bc.ca

☐ Permanent Resident Card (copy both sides)

☐ Canadian Immigration Documents: Refugee 3 digit: _____

☐ Work or Study Permit: Approved by District School Accountant
3. **Residency:** One parent/legal guardian must be an **ordinary resident of BC** and produce one of the following documents which clearly shows the same parent's/legal guardian's name and residence address as on the registration form.

Please ✓ box to confirm verified; **documents are not retained.**

☐ Driver's Licence ☐ Mortgage Statement ☐ Utility Bill ☐ Municipal Tax Bill ☐ Photo BC Services Card

☐ Home Purchase Agreement (subject free, move-in date within 6 months)

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
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** Please ✓ box to confirm verified; documents are not retained.
☐ Vaccinated ☐ Not Vaccinated
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:** confirm documents are scanned to swis@sd35.bc.ca ☐ Yes

School Staff - Verified by: _____ Date: _____
District Staff (if applicable): _____ Date: _____