

LANGLEY SCHOOL DISTRICT INTAKE FORM

The following verification is required by the Ministry of Education; attach in student record.

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. Parents Citizenship** One Parent/ Legal Guardian will produce one of the following documents. Please ✓ box to confirm verified; documents are not retained.

Canadian Citizens: Canadian Birth Certificate

Canadian Citizenship Certificate Passport Certificate of Indian Status (SCIS), also known as Status Card

Non-Canadian Citizenship: Please ✓ box to confirm verified; documents ARE to be retained. Presented citizenship document. See directions in bottom section for Additional Funding.

- Permanent Resident Card (copy both sides)
- Canadian Immigration Documents: Refugee 3 digit: _____
- Work or Study Permit – Processed at District Office for tuition fee exemption

- 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 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)

Additional Funding/Monitoring Information

- 1. MyEdBC entry for student is** (Citizenship tab/Citizenship Code) Canadian Citizen Permanent Resident Refugee
- 2. Permanent Resident & Refugee Registration** documents have been scanned to swis@sd35.bc.ca Yes
- 3. Aboriginal funding** 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)
- 4. Work or Study Permits** If parent produces a Work or a Study Permit provide a check list located on [Teams>Files>Work Study Permits>Checklist](#) . Parent will complete checklist and email documents and questions to wpsp@sd35.bc.ca .
- 5. Immunization AP312** Please ✓ box to confirm verified; documents are not retained.

Vaccinated Not Vaccinated
- 6. 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): _____
- 7. ALL "In-Care" registrations** – (Any group permanent or temporary) Confirm full registration, including all orders, scanned to enhancedservices@sd35.bc.ca
- 8. Health Information** Please send all psych-ed assessments, IEPS and assessment reports to referrals@sd35.bc.ca . All other medical information should be submitted to the school.

Verified by: _____ Date: _____