

School District #72 – English Language Learning - *Required Documentation*

School Registration Process:

During the school year, you can register your child(ren) at your neighbourhood school office during regular school hours. New registrations will be accepted again when the school offices re-open the week immediately prior to the first day of school. *Documentation Requirements:* You must bring your child's birth certificate, Care Card, and a Proof of Residency when registering. Registration forms are available from each school's website or office.

The parent or [legal guardian](#) **must accompany the student when registering** and must present the following **original documents** of all documents:

1. **Proof of Residence in the City of Campbell River:**

- For Homeowners: please have a recent property tax statement or a purchased agreement (with subject removal and a deposit receipt) if you just bought a new home, **and** a recent bill.
- For Tenant(s): please provide current long-term rental or lease agreement, **and** a recent bill. Please print and complete the [Tenancy Agreement Form](#) if your landlord does not provide one.

2. **Child's Original Birth Certificate** in English or English translated version. Also, showing parents' names for biological connection to child.

3. **Proof of Status in Canada** (*Please bring the original for both parents and child(ren)*)

- Confirmation of Permanent Residence Document (Landing Paper) and Passport(s) and Permanent Residence Card(s) if available
- Work Permit and Passport(s)--with parent(s)' minimum of one-year employment letter
- Study Permit and Passport(s)--with parent(s)' enrolling in a full-time degree or diploma program--please bring admission letter and payment receipt.
- Refugee Claimant Document
- Diplomatic Card or Passport(s)
- Canadian Passport or Citizenship Card or Certificate
- Any other relevant immigration document.

4. **Immunization Records** (if available, no need to translate) and other important health information (e.g. medical alerts).

5. **Child's Previous School Report Cards** in English.

- **Elementary** - Most recent year of report card
- **Secondary** - All report cards from Grade 7 (age 13 to present)
- Any Individual Education Plan (IEP), Psycho-Education Reports, or Medical Reports