



DISTRICT PRACTICE 5000

STUDENT ENROLLMENT VERIFICATION OF BC RESIDENT STATUS

DISTRICT PRACTICE:

To be eligible for provincial funding for a student, Boards of Education must ensure that:

- (a) The parents or legal guardians are “ordinarily resident” in BC
- (b) The student is enrolled in the School District.

*Non-resident Out-of-Province/International Students are not eligible for funding.

ENROLLMENT VERIFICATION PROCEDURE

1. Prior to registering a new student, always take a photocopy of the birth certificate or passport of the student for the student file, to verify the age of the student.
2. Establish BC residency as follows:
 - 2.1 Have the parent or legal guardian fill out the school registration form in its entirety:
 - (a) Ensure that the registration form includes physical and mailing address and all necessary contact information;
 - (b) Make a copy of BCMSP (Care Card) record and place in the student file.
 - 2.2 If the family is new to the area and not known to the school, also make a copy of one of the following documents and place it in the student file:
 - (a) Parent or legal guardian’s BC Drivers’ license showing the local address;
 - (b) Utility bill; or
 - (c) Document verifying ownership or long term lease or rental of a dwelling.
 - 2.3 If the family cannot produce a BC Care Card for the student, have the parent or legal guardian provide proof of application for BCMSP (Care Card) and two items from the below list, copied and placed in the student file:
 - (a) Provincial drivers’ license showing the local address;
 - (b) Utility bill;
 - (c) Document verifying ownership or long term lease or rental of a dwelling; and
 - (d) Income tax return or notice of assessment verifying BC residence.
3. Use the district [enrolment checklist](#) to assist in determining “ordinarily resident” status in every case when a student is not a Canadian citizen or has relocated to BC from another province, and consult with the superintendent in these cases as required.

[POLICY 5000 STUDENT ENROLLMENT](#)
[FORM 5000 VERIFICATION OF BC RESIDENT STATUS](#)

REFERENCES: [Part 2 School Act](#); [K-12 Regular Enrolment Audit Program, Ministry of Education](#)

ADOPTED: December 14, 2021

Amended: