SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)
620 4th Street, PO Box 430
Invermere, British Columbia
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ENROLLMENT CHECKLIST

Purpose: For use when enrolling: 1) new students who are not Canadian citizens including children of parents who are permanent residents, work visa/study permit holders, and/or have Visitor's Status; and 2) new students who are Canadian citizens and have relocated to British Columbia from other provinces.

Indicators in support of establishing that parent(s)/guardian(s) are "ordinarily resident" in BC and have moved to BC for a "settled purpose" include:

1) Ownership of dwelling or long-term lease/rental agreement?
2) Spouse, children, other dependent family members in same dwelling?
3) Any legal documents indicating British Columbia residence?
4) BC provincial driver's license(s)?
5) Employment within community or elsewhere in BC?
6) Parent/guardian files income tax returns as BC resident?
7) BC provincial registration of automobile?
8) Canadian bank accounts/credits cards associated to BC address?
9) Subscriptions for life or health insurance, particularly MSP?
10) Business relationships in the community?
11) Links to community through religious organizations, recreational clubs, unions and/or professional organizations?

Indicators contrary to establishing that parent(s)/guardian(s) are "ordinarily resident" in BC and that they have moved to BC for a "settled purpose" include:

1) Main residence of parent(s) and/or family is outside of BC?
2) Foreign bank accounts or credit cards?
3) Parent/guardian is employed outside of BC?
4) Parent/guardian files taxes outside of BC?
5) ID documents from province other than BC/Canada?
6) Substantial ties with former country or place of residence?
7) Existence of secondary residence outside BC where parent or family regularly resides?

YES	NO	TBD*
●	○	○
○	●	○
●	○	○
○	○	●
●	○	○
○	○	●
●	○	○
○	○	●
●	○	○
○	○	●
●	○	○
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**********		
●	○	○
●	○	○
●	○	○
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***TBD** stands for "To Be Determined". Additional information and/or documents may be required to determine a "yes" or "no" for this indicator.

Student name: _____ **Parent name:** _____

School: _____ **SD6 staff member:** _____ **Date:** _____

Next steps: Make copies of all relevant documents provided including passports of parent(s) and enrolling student(s). Ensure passport copies include information page, all Canadian landing stamps, and any Citizenship and Immigration Canada (CIC) documents relating to status (work visa, study permit, etc.). List the documents below.

Notify parent(s) that checklist and documents will be forwarded to and reviewed by the superintendent and follow-up questions and/or additional documents may be required before a final decision is made.

Give parents copy of Ministry of Education policy statement on Eligibility for Students for Operating Grant Funding. It outlines the circumstances in which the Ministry of Education will provide operating grant funding to boards of education for students enrolling in their district.

Link: http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding

DOCUMENTS (list submitted documents only)

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

7) _____ 8) _____

9) _____ 10) _____

NOTES

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