



## Coast Mountains Board of Education School District 82

**Note: When arranging contract signing appointments please remind parent AND student to bring documentation to be photocopied for our records at Parkside. Enrollment cannot happen until the documentation has been presented for copying.**

### PROCEDURE: REQUIREMENTS FOR PROOF OF RESIDENCY

*This process assumes that the Student's Proof of Age has already been verified by the presentation of one of the Ministry approved documents (i.e. Birth Certificate, Passport, BC Identification, etc.).*

In accordance with the School Act Section 82, Ministry of Education funding policy, and School District 82 policies 1010, 1030 and 1035, a student is eligible for a provincially funded education if the student as well as the parent(s) or legal guardian(s) meet residency requirements. Students who are ordinarily resident in BC and whose parent or legal guardian is ordinarily resident in BC and who are enrolled in a program in School District 82 are eligible for Ministry funding.

In order to meet the ordinarily resident requirements the parent or guardian of the student must product sufficient evidence to meet the criteria of "ordinarily resident". If the parent or guardian of the student is unable to produce sufficient evidence to satisfy the school principal that the parent or guardian and student are ordinarily resident, or if the principal is unsure if the evidence provided is sufficient, the student should not be registered in the school and the principal should contact the Board of Education Office for clarification.

#### PROOF OF RESIDENCY:

Acceptable documentation for evidence that PARENT/GUARDIAN is "ordinarily resident"

- BCMSPP (BC CareCard) coverage AND one item from the list of supporting documentation that follows; or
- Valid BC Services Card (replacement for BC CareCard) AND one item from the list of supporting documentation that follows

Supporting documentation for evidence that PARENT/GUARDIAN is "ordinarily resident" (address must match the address listed on the Student's Registration & Verification Form)

- Provincial Driver's License
- Document indicating British Columbia resident (i.e. utility bill)
- Proof of ownership of a dwelling or long-term lease or rental of a dwelling
- A current income tax return filed as a BC resident

Acceptable documentation for evidence that STUDENT is "ordinarily resident"

- BCMSPP (BC CareCard) coverage; or
- Valid BC Services Card (replacement for BC CardCard)
- Provincial Driver's License

Student files must contain copies of the documentation used to support proof of age and residency. The evidence retained must be available for the Ministry of Education auditors upon request.