

## 5001: REGISTRATION PROCEDURE (AP)

Approved: 18 03 13

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### POLICY

**Policy 500 and its various appendices outline the regulations, timelines and documentation required to register a student in School District 70 (Alberni). This Administrative Procedure is to clarify the process for registering students NEW to SD70 as it relates to confirming the student's age, of being ordinarily resident in BC, and in determining local school catchment area.**

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### ADMINISTRATIVE PROCEDURES

- 1.0 Have the parent/guardian complete the student registration form.
- 2.0 Photocopy the primary documentation for proof of age, preferably the birth certificate to verify the student's age and legal name.
- 3.0 Photocopy the relevant BC Care Card or write down the student's BC Care Card number to verify the student. This further indicates the student is a resident of British Columbia and is important information to have for emergency purposes.
- 4.0 Photocopy the primary documentation for proof of being "Ordinarily Resident". A BC Care Card number is sufficient for determining residence in BC, but, for the purpose of determining catchment area, preferred documentation establishes where the child resides (ie. ownership/long term lease and/or rental of a dwelling; utility bill, etc.) Where a utility bill is used as primary documentation, the bill must indicate the parent/guardians name, address and date of the bill. Further, bills should be six (6) months or older to meet residency criteria.

Other ways to demonstrate ordinarily resident status are noted in Policy 500: Appendix II.

- 5.0 Where a student is of age and living independently of parent or legal guardian, the process above defaults to the student providing required documentation to confirm age and residence.