



## Registration Parent Checklist

**\*Please return this checklist with your registration package\***

\* In order for a child to be registered in an Abbotsford school, evidence of guardianship and proof of residency must be provided. These documents include photo identification of the parent/legal guardian, evidence of guardianship as shown on the child's long-form birth certificate or another legal document, and the child's birth certificate. Evidence of residency is required by providing one primary source and one secondary source reflecting the parent/legal guardian's name and address as per Administrative Procedure, Section 2. Primary sources must be current-dated documents that include utility/electricity bills, Canada Revenue Agency documents, and BC Medical Services Plan invoice/statement. Secondary sources must be current-dated documents that include: internet service for the address, Subject-Free Home Purchase contract, Insurance statements/policies, Health documents (medical reports or letters), Employment pay slips

The principal of a school may request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place indicated in this application. Applicants should note that making a false statutory declaration may constitute the criminal offense of perjury, contrary to Section 131 of the Canadian Criminal Code and will result in the school principal repealing the student's placement.

- Must present child's Original Birth Certificate/Passport or Permanent Resident Card (we require a copy of both sides of the PR Card).
- Must present child's Original Care Card or Personal Health Card  
*\*If not enrolled in MSP, please provide private medical insurance documents for fieldtrips purposes.*
- Proof that at least one Biological Parent/Legal guardian is a Canadian Citizen or Permanent Resident: as show on the child's Long Form Birth Certificate or other Legal document. (Parent's Canadian Birth Certificate/Canadian Passport/Canadian Citizenship Card or Permanent Resident Card (we require a copy of both sides of the PR Card) \*If both parents are NOT a Canadian Citizen or Permanent Residents (even if your child was born in Canada), complete the registration process [here. https://www.abbyschools.ca/schools/registration/new-to-canada](https://www.abbyschools.ca/schools/registration/new-to-canada)
- Copy of any legal documents in force re: custody/guardianship/access. \*Please note that Court Orders cannot be followed or acted upon by the school unless a copy has been formally submitted to the school.
- Any other documents (if applicable): Autism Diagnosis, Speech/Language/Hearing Assessments, etc.

### Proof of Residency – 2 Legal Documents required.

#### **A. OWN YOUR HOME**

- Mortgage Document, Property Sale Agreement, Property Tax Notice, Home Insurance, Utility/Electricity Bill, Canada Revenue Agency documents, BC Medical Services Plan Invoice/Statement.  
**IN ADDITION, ONE OR MORE OF THE FOLLOWING**
- Government Doc. ie. Child tax Credit, Income Tax Assessment, most recent T4, internet service for the address, subject-Free Home Purchase Contract, Insurance Statements/policies, Health documents (medical reports or letters), employment pay slips.  
**IN ADDITION, ONE OR MORE OF THE FOLLOWING**
- Government Doc. ie. Child tax Credit, Income Tax Assessment, most recent T4, internet service for the address, subject-Free Home Purchase Contract, Insurance Statements/policies, Health documents (medical reports or letters), employment pay slips.

**\*only complete packages with all required documents listed above including both pieces of Proof of Address will be eligible for registration.**

**We are looking forward to having your child join us this school year!**