



## Registration Parent Checklist

For a child to be registered in an Abbotsford school, evidence of guardianship and proof of residency must be provided. These documents are listed below. 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 as listed below.

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.

Proof of age of the child by birth certificate is required for all new student registrations (schools will make a photocopy). To ensure the child being registered qualifies for Ministry of Education funding, the biological parents/legal guardians' status and the biological parents/legal guardians' residency need to be established. Schools may register the child providing the following are established:

1. At least one biological parent/legal guardian is a Canadian Citizen by birth or naturalized (obtained citizenship) and they can support this with the following pieces of identification: Parent's Canadian Citizenship Card; Parent's Canadian Birth Certificate; Parent's Canadian Passport; and Permanent Resident Card.
  2. The biological parent/legal guardian must provide proof of residency and **provide ONE of the following**: Utility bill; Mortgage document; Property Sale Agreement; Property Tax Notice/Assessment.
  3. In addition **ONE of the following four documents** containing the name and address of the parent/guardian is required: Child Tax Statement; Government Notice of Assessment; Current Year T4; Government document (eg. MSP bill).
  4. Notification if the child has attended school in the Abbotsford School District in the past **OR** is coming from another school district **OR** if there is a sibling who has already been attending school in the school district.
  5. You will also need to provide your child's CareCard, and your doctor's name and phone number, and other required documents as determined by the school.
- ☐ \*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.

**Registration will be considered complete when a parent/guardian has provided the required supporting documents (proof of address, birth certificate etc.) to accompany the registration method.**

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