



LANGLEY SCHOOL DISTRICT INTAKE FORM

Legal Surname: _____ Legal First Name: _____

Usual Surname: _____ Usual First Name: _____

The following verification is required before accepting students into your school and admitting them in MyEdBC

Student's Proof of Age

A copy of one of the following must be taken and placed into the student's file

- ☐ Birth certificate
- ☐ Certificate of citizenship (must have both sides)
- ☐ Court Order
- ☐ Driver's License
- ☐ Immigration Canada documents (if refugee paperwork, please send a copy to Office Services, SBO).
- ☐ Passport
- ☐ Secure Certificate of Indian Status (SCIS), also known as Status Card.

Parents' Citizenship – (Canadian Citizens)

One Parent/Guardian should produce one of the following documents. These should not be retained, but please tick the box to verify that this document has been produced.

- ☐ Canadian Birth certificate
- ☐ Canadian passport
- ☐ Canadian citizenship card
- ☐ Secure Certificate of Indian Status (SCIS), also known as Status Card.

Parents' Citizenship – (Permanent Residents / Refugees)

One Parent/Guardian should produce one of the following documents. **School staff to email a copy of both the citizenship document and the student registration form swis@sd35.bc.ca.**

- ☐ Landed permanent residents' card
- ☐ Refugee documents from Immigration Canada (with a copy of the Student's documents, see above)

Work or Study Permits: If the parents produce a work permit or a study permit or cannot produce any of the above documents they must be referred to the School Board Office.

Residency

The custodial parent/guardian must be resident in BC and should produce one of the following documents. (Please ensure that the date on the document is within the last six months). These should not be retained, but please tick to show that this document has been produced.

<input type="checkbox"/> BC Drivers license	<input type="checkbox"/> Subject free Purchase Agreement (move in date within 6 months)	<input type="checkbox"/> Municipal tax bill
<input type="checkbox"/> Mortgage statement		<input type="checkbox"/> Utility bill

Verified by: _____ Date: _____

This student should be marked in

MyEdBC (Citizenship tab/Citizenship Code) as

- ☐ Canadian Citizen
- ☐ Permanent Resident
- ☐ Refugee

Completed form should be stapled inside the front cover of the student's G4 File.