

**New Registration for 2016-2017 School Year**

Dear Parent/Guardian:

As per the requirements set out by the BC Ministry of Education, School Districts must monitor new registrations and determine eligibility for Ministry funding. If you are either the biological parent or legal guardian of the child and are not a Canadian Citizen, you may be required to report to the School Board Office prior to registering your child at the school.

- All parents on Work Permit, Study Permit, Visitor Permit **even if the child is a Canadian Citizen**
- All families that both parents and child became Permanent Residents **after August 1, 2013**

If you are one of the above, please make an appointment with Luella Johnsen at **(604) 852-2366 ext.1203** or **luella\_johnsen@sd34.bc.ca** *The office is located at the School Board 2790 Tims Street.*

For the appointment, you need to provide the following documents (originals only):

- Passport for parent/guardian and child(ren) being registered
- Canada Immigration Documents (Canada Citizenship/Record of Landing/Permanent Residency Record/Work, Study, Visitor Permit) for parent/guardian and child(ren) being registered
- Parent/guardian on a Work Permit: letter of employment and pay stub
- Parent/guardian on a Study Permit: Letter of Acceptance, official tuition payment receipt from the institution, and the timetable
- Child(ren) Birth Certificate(s) with parental information
- Proof of Residency: to establish the fact of "ordinarily resident" the parent/guardian will need to provide two documents as follows:
  - 1) Home Owner's Purchase Agreement or long-term lease/rental agreement or Property Tax Assessment, **plus**
  - 2) One of the following:
    - Utility Bill (Hydro/Telephone)
    - Provincial driver's license
    - Social Insurance Number
    - Canadian Bank Account or Credit Card
    - Proof of Employment within the community(letter from employer or pay-stub)
    - Links attachments to the Community friends or business relationships(letter of introduction or membership)

Thank you for your cooperation.

Sincerely,



Elizabeth Cho-Frede  
Manager of International Programs  
Abbotsford School District