

# Student Registration *Requirements*

## Documents Required To Register For School

To register a student in any school, a parent or legal guardian must provide school-age eligibility, proof of citizenship and proof of home address.



### School Age Eligibility and Citizenship

A child must reach five years of age by December 31st of the school year to be eligible for enrolment. Documentation can include:

- Child's original Birth Certificate
- Canadian Passport
- Landed Immigrant authorization
- Indigenous and Northern Affairs Status Card

Parents of children who are not Canadian Citizens, Landed Immigrants, or do not have a birth certificate for their child must contact the International Student Program by calling 250.592.6871, prior to registration.

### Proof of Residential Address

Every home address in the Greater Victoria School District is connected to a catchment school. Students must register at their catchment school. To determine which schools are associated with a home address, visit the **School Locator Tool** at [www.sd61.bc.ca](http://www.sd61.bc.ca). Type in the address and it will indicate which school the student should attend based on their residential address.

#### For Home Owners

Two current copies of the following documents are required:

- Purchase agreement of home
- Property tax statement
- Home owner's insurance
- Notice of Assessment
- A purchase agreement (with subject removal and a deposit receipt if a recent purchase)

If a homeowner can only produce one of the above, they must also produce two of the following:

- Canadian bank or credit card statement
- BC vehicle registration
- Income tax statement
- Insurance documents

#### For Renters

To provide proof of home address the following is required:

- A rental agreement signed by landlord with landlords contact phone number

In addition, two of the following are required:

- Canadian bank or credit card statement
- BC vehicle registration
- Income tax statement
- Renters Insurance documents