



VERIFICATION OF BC RESIDENT STATUS

Updated: August, 2018

DISTRICT PRACTICE

Reference: K-12 Regular Enrolment Audit Program, Ministry of Education

To be eligible for provincial funding for a student, Boards of Education must ensure that:

- The parents or legal guardians are “ordinarily resident” in BC
- The student is enrolled in the District (Ref: K-12 Funding General Policy).

*Non-resident Out-of-Province/International Students are not eligible for funding.

Prior to registering a new student, always take a photocopy of the birth certificate or passport of the student for the student file, to verify the age of the student. Also, establish BC residency as follows:

1. Have the parent fill out the school registration form in its entirety:
 - a. Ensure that the registration form includes physical and mailing address and all necessary contact information;
 - b. Make a copy of BCMSP (Care Card) record and place in the student file.
2. If the family is new to the area and not known to the school, also make a copy of one of the following documents and place it in the student file:
 - a. Parent’s BC Drivers’ License showing the local address;
 - b. Utility Bill; or
 - c. Document verifying ownership or long term lease or rental of a dwelling.
3. If the family cannot produce a BC Care Card for the student, have the parent provide proof of application for BCMSP (Care Card) and two items from the below list, copied and placed in the student file:
 - a. Provincial Drivers’ License showing the local address;
 - b. Utility Bill;
 - c. Document verifying ownership or long term lease or rental of a dwelling; and
 - d. Income tax return or notice of assessment verifying BC residence.
4. Use the District Enrolment Checklist (attached) to assist in determining “ordinarily resident” status in every case when a student is not a Canadian citizen or has relocated to BC from another Province, and consult with the Superintendent in these cases as required.