

## 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 BCeSIS:

### **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
- Court Order
- Driver's Licence
- Immigration Canada documents (if refugee paperwork, please send a copy to Office Services, SBO).
- Passport

### **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

### **Parents' Citizenship – (Permanent Residents / Refugees)**

One Parent/Guardian should produce one of the following documents. A copy of the document, along with a copy of this intake form should be sent to Office Services, SBO.

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

**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 ISP department at the SBO prior to accepting the student.**

### **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.

- Credit card invoice
- Drivers licence
- Mortgage statement
- Municipal tax bill
- Notary authorised letter
- Rental agreement
- Utility bill

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

This student should be marked in BCeSIS as:

- Canadian Citizen
- Permanent Resident
- Refugee

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