

## Registration at Buckingham Elementary School

Visit the Burnaby District website ([www.sd41.bc.ca](http://www.sd41.bc.ca)) and go to *Quick Links; Find Your Local School*. For other information go to *Schools; Registration*. You will find Registration Forms, Transfer Application Forms, Medical Forms and the *School Locator*.

Please determine if your residence is in Buckingham School's catchment (check the *School Locator* – see above)

**A. Your residence is: *IN* the Buckingham School catchment area:**

- Registration for students arriving during the 2017/2018 school year is ongoing.
- Registration for September, 2018 begins February 1, 2018.
- Registration takes place at Buckingham School from 9:00 - 12:00 and 1:00 – 3:00

**B. Your residence is: *IN* Burnaby and *OUTSIDE* the Buckingham School catchment:**

For enrolment in September, 2018 you **MUST** first register at your catchment area school and then fill out a **Cross-District Transfer Application Form**. This form is to be signed by your catchment school principal and then submitted to Buckingham School.

**C. Your residence is: *OUTSIDE* Burnaby:**

For enrolment in September, 2018 you must submit an **Out-of-District Transfer Application Form** to Buckingham School.

Cross District and Out-of-District Transfer Applications will be accepted from February 1 – 28, 2018. Applications received during February will be advised of the decision by the end of April. Please note that placement is **NOT** guaranteed. Those that are not accepted and applications received after February 28<sup>th</sup> will be placed on a wait list. If you have not been contacted by the end of September 2018, you have not been accepted.

## Documents Required When Registering

**Original Documents** are required for all registrations. Copies will be made and your originals returned. **All documents must be submitted before we can finalize the registration.** Registrations/documents are reviewed by Buckingham School Administration and/or the Burnaby School District.

**Kindergarten Students:** Register children born in **2013** for the 2018/2019 school year.

1. **Proof of Residence** (You **MUST** provide **2** of the following that **show parent's name and address**. The items must be the most recent available):

The **PRIMARY** proof of residence **MUST** be one of the following:

- Hydro, Gas, Cablevision or Landline Telephone bills
- B.C. Driver's License that has **NOT** had an address change in the past 6 months

The **SECONDARY** proof of residence may be one of the following:

- Any from the PRIMARY list above
- A completed long term (1 year) Residential Tenancy Agreement
- A completed Agreement of Home Purchase
- Documentation from government agencies - Examples:  
Property Tax Notice; Income Tax Assessment; Medical Services Plan, Vehicle Registration
- Canadian bank statement or a letter from the bank confirming your residential address
- Canadian credit card statement
- B.C. Driver's License

**\*\* NOTE:** If a proof of residence from the **PRIMARY** list is not available, then you **MUST** provide **3** items from the **SECONDARY** list.

2. **Proof of Guardianship**

- Student's birth certificate that indicates parent names or
- Landed immigrant paper that indicates parent and student names or
- Other appropriate legal documentation that indicates parent and student names or Guardianship order granted by the courts. (Note that a notarized custodial guardian appointment is **NOT** the same as a guardianship order granted by the courts.)

3. **Proof of Citizenship** for the **Student AND Parents:**

- Canadian Birth Certificate or
- Valid Canadian Passport or
- Canadian Citizenship Card accompanied by photo identification or
- Permanent Resident Card or Paper **AND** a passport

**Note:** Parents with **Immigration Study or Work Permits** and **Non-Residents** must make an appointment online to register non-fee paying international students. Book an appointment by clicking [HERE](#)

4. Emergency contact information (someone who lives close by who is available during the day)
5. Doctor's full name, phone number
6. Medical Care Card number
7. Medical Information Form – available on line (medical conditions, health concerns, allergies, etc.)
8. Immunization Records ( Kindergarten and Grade 6 students only)
9. Student's most recent report card (if applicable)