

Registration at Buckingham Elementary School

Visit the Burnaby District website (www.sd41.bc.ca) and go to *Quick Links; Student 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 2016/2017 school year is ongoing.
- Registration for September, 2017 begins February 1, 2017.
- 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, 2017 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, 2017 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, 2017. Applications received during February will be advised of the decision by March 31st. Please note that placement is **NOT** guaranteed. Those that are not accepted and applications received after February 28th will be placed on a wait list.

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 **2012** for the 2017/2018 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 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 first go to the Burnaby School District Office at 5325 Kincaid St., Burnaby, B.C. V5G 2W2 604-296-6900

4. Emergency contact information (someone who lives close by who is available during the day)
5. Doctor's 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)