

## 505.3AP – Entry into Education Program

### Purpose

A student who resides in the Nanaimo Ladysmith Public Schools district shall be eligible to enrol in an educational program provided by the Board in keeping with the provisions of the *School Act*. Parents will be required to provide proof of the child's age, citizenship status and residence address.

### Procedure

1. The parent or guardian of a child wishing to enrol in an educational program for the first time in Nanaimo Ladysmith Public Schools must present verification of the child's birth date, citizenship status and proof of residence at the time of registration.
2. Acceptable documents for the verification of a child's birthday and citizenship status shall be as follows:
  - a. B.C. Identification
  - b. Birth Certificate
  - c. Certificate of Citizenship
  - d. Certificate of Indian Status
  - e. Court Order
  - f. Drivers Licence
  - g. Immigration Canada Documents
  - h. Passport
  - i. Permanent Resident Card
  - j. Vital Statistics Documentation
3. At the time of registration, any number of the following documents may be required, as deemed necessary and sufficient, to verify identity and residence for the purpose of a student's approved enrolment in school:
  - a. Driver's licence
  - b. Mortgage statement
  - c. Municipal tax bill
  - d. Notary authorized letter
  - e. Rental agreement
  - f. Utility bill

We reserve the right to request additional documents. Applications are not considered complete until all supporting documentation has been submitted.

### Legal References:

<b>Monitoring Method:</b>	<i>Board of Education / Superintendent</i>
<b>Monitoring Frequency:</b>	<i>Annual</i>
<b>Previous Policy Number:</b>	<i>AP304</i>
<b>Adopted:</b>	<i>1996.05.08</i>
<b>Amended:</b>	<i>2009.01.28; 2010.04.28; 2017.11.07; 2025.01.27</i>