



Student Registration Form
Quesnel School District 28
401 North Star Rd. Quesnel, BC V2J 5K2
Phone: 250-992-8802

School:		Grade:	
☐ English ☐ French Immersion		Personal Education Number:	
☐ Kindergarten ☐ Grades 1 to 7 ☐ Quesnel Junior School ☐ Correlieu Secondary School ☐ QDL ☐ HS			
STUDENT INFORMATION			
Legal Last Name:		DOB (mm/dd/yyyy)	
Legal First Name:		Student Email:	
Legal Middle Name:		Street Address:	
Usual Last Name:		Apt. (if applicable)	
Usual First Name:		City, Prov. & Postal Code:	
Gender:		Mailing Address, if different from above:	
Home Phone:			
Proof of Age/Legal Name: ☐ Long Form Birth Certificate – showing names of parents			
Proof of Address in Quesnel – 2 Pieces required - as specified on page 4			
Proof of Address #1: _____ Proof of Address #2: _____			
Previous School & District: _____		City, Province: _____	
Previous StrongStart: _____		City, Province: _____	
INDIGENOUS ANCESTRY COMPLETE ONLY IF YOU HAVE INDIGENOUS ANCESTRY			
☐ Status-on Reserve ☐ Status-off Reserve Band: _____ ☐ Non-Status ☐ Metis ☐ Inuit			
CITIZENSHIP STATUS			
Country of Birth:		Country of Citizenship:	
☐ Canadian Citizen ☐ International Student ☐ Permanent Resident ☐ Refugee Status			
Study Permit expiry date: _____ Language spoken at home: _____			
(mm/dd/yyyy)			
SIBLING INFORMATION			
School-aged Siblings: Legal last name and first name	Grade	Name of School in Quesnel	

PARENT/LEGAL GUARDIAN INFORMATION						
WHO DOES THE STUDENT LIVE WITH: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Other – Provide info						
GUARDIANSHIP: Please provide copy of the Agreement/Court Order ☐ Sole ☐ Joint/Shared ☐ Child in Care Please provide copy of the MCFD Guardianship Letter and complete Section C below.						
CITIZENSHIP STATUS: ☐ Canadian Citizen ☐ Ordinary Resident						
A. Mother/Legal Guardian Information						
Legal Last Name:				Lives with Student:		☐ Yes ☐ No
Legal First Name:				Property Address:		
Relationship:				City, Province:		
Email Address:				Postal Code:		
Home Phone				Cell Phone:		
B. Father/Legal Guardian Information						
Legal Last Name:				Lives with Student:		☐ Yes ☐ No
Legal First Name:				Property Address:		
Relationship:				City, Province:		
Email Address:				Postal Code:		
Home Phone:				Cell Phone:		
C. Legal Guardian Information – <i>if applicable</i>						
Please specify relationship to student:						
Legal Last Name:				Lives with Student:		☐ Yes ☐ No
Legal First Name:				Property Address:		
Relationship:				City, Province:		
Email Address:				Postal Code:		
Home/Cell Phone:				Business Phone:		
EMERGENCY CONTACTS – Other than parent/legal guardian						
Note: The parent/legal guardian living with the student will always be called first, before the emergency contact is called.						
Emergency Contacts Legal First & Last Name		Permission to pick up student	Home Phone	Cell Phone	Work Phone	Relationship
1		☐ Yes or ☐ No				
2		☐ Yes or ☐ No				
3		☐ Yes or ☐ No				

MEDICAL INFORMATION			
Personal Health Care Number (PHN): _____			
Allergies: _____		Life Threatening?	☐ Yes ☐ No
Other Health Factors: _____		Life Threatening?	☐ Yes ☐ No
Is student currently on medications? ☐ Yes ☐ No If yes, please describe below: _____			
Refer to School District 28 Policy & Procedures 330 (Attachments A, B, and C) by scanning the QR Code: • Attachment A: Guidelines for the Administration of Medication at School District 28. • Attachment B: Urgent Medical Alert Card • Attachment C: Request for Administration of Medication at School			
INCLUSIVE EDUCATION - LEARNING SUPPORT			
Please mark the appropriate box if your child has received any of the following:			
☐ Learning Assistance	☐ Vision Accommodations	☐ Hearing Accommodation	
☐ Educational Assessment	☐ Learning Adaptations/Modifications	☐ Speech/Language	
☐ Diagnosis: _____	☐ Inclusive Educational Plan	☐ Physical Accommodation	
Consent for Release of Information: I am the parent/legal guardian of the student and I consent to the release of all learning Support information/documentation to School District 28.			
Parent/Legal Guardian (signature): _____			
BUS INFORMATION			
Is school bus transportation required: ☐ Yes ☐ No If yes, please complete a School Bus Registration form. The form can be submitted to your school secretary or completed online and emailed to transportation@sd28.bc.ca .			
PARENT/LEGAL GUARDIAN			
The information on this form is collected under the authority of the School Act, Section 13 and 79. The information provided will be used for educational programs and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School Administrator.			
PRINTED NAME of Parent/Legal Guardian		SIGNATURE of Parent/Legal Guardian	
DATE: _____ (mm/dd/yyyy)			
SCHOOL OFFICE USE ONLY			
Date received by the school: _____ (mm/dd/yyyy)		Received by: _____ (please print name)	

School Secretary Registration Checklist

STUDENT NAME: _____

PROOF OF LEGAL NAME AND AGE - COPY and FILE

☐ **LONG FORM** BIRTH CERTIFICATE that shows names of parents

PROOF OF HEALTH INSURANCE

☐ BC CARE CARD (Copy both sides)

GUARDIANSHIP

If student is living with both parents, no documentation is required for guardianship.

If student is not living with both birth parents we require the following:

☐ LEGAL GUARDIAN, CUSTODY, OR COURT ORDER document, if applicable

If not the parent, the legal guardianship must be by will in accordance with the Infants Act or court order in accordance with the Family Law Act in British Columbia. Children in care will need accompanying Ministry of Child and Family Development documentation.

PARENT/GUARDIAN IDENTIFICATION VERIFICATION

☐ IDENTIFICATION of parent/guardian ☐ Visually checked by _____ (initials)

RESIDENCY – **Two documents are required** (one from each column) ☐ Visually checked by _____ (initials)

ONE of (showing name and address):

- ☐ Formal Tenancy agreement
- ☐ Property purchase agreement
- ☐ Property tax statement

AND One of (showing name and address)

- ☐ Utility bill
- ☐ BC Driver's License or Enhanced BC Driver's License
- ☐ BC ID
- ☐ BC Vehicle Registration
- ☐ Canadian bank account statement
- ☐ Canadian credit card statement
- ☐ Pay statement showing address

If a parent/guardian does not have a formal tenancy agreement (*living with family or friends*) we require a letter from the family member/friend verifying this living arrangement. The letter must include the name of the parent/guardian and the school-aged children living in their residence. Proof of residence of the family member/friend must be provided as shown above. In some circumstances, the District may require a notarized letter from the tenant/homeowner verifying this living arrangement, including the names of all the family members/friends who are living in their residence.

These documents are required for registration. If parents have misplaced them or do not have them available at this time, please speak with the school principal, who will assist in creating a plan and timeline to obtain the required documents and complete the registration process.

International Student Registration: Please contact the Director of Instruction at the District Administration office.