



Summer Learning Student Registration Form Checklist

SUMMER LEARNING

Ph: 604-903-3333

Fax: 604-903-3334

summer@sd44.ca

This checklist is only for the families who need to register a student in person in our office at :

3365 Mahon Ave, North Vancouver, BC V7N 3T7 Office Hours to apply are M – F 9 am – 2:30 pm

Documents required for all Summer School student registrations:

1. Student's original birth certificate ☐
 - Ideally, showing parent names, with certified translation in English, if applicable
2. Proof of Status in Canada for parent(s) and student. ☐
 - Canadian Citizens – Canadian Birth Certificate, Canadian Passport or Citizenship Card/ Certificate, Certificate of Indian Status Identification Card
 - Permanent Residents - valid Permanent Residence Card or Confirmation of Permanent Residence Document (valid landing document) and passports
 - Work Permit - Parent's Work Permit, accompanying parent & child's Study or Visitor Record Permit, parent's Letter/Offer of Employment and passports
 - Study Permit - Parent's Study Permit, accompanying parent & child's Study or Visitor Record Permit, Letter of Acceptance from school program/admission letter, and proof of tuition payment and passports
 - Refugee Claimant Document(s) (if available)
 - Diplomatic Card and passports
3. Legal documentation involving guardianship - separation, divorce, and guardianship orders, adoption orders, etc. ☐
4. Proof of address in BC ☐

Accepted documents are:

 - Home Owners:
 - Recent property tax statement, or
 - Purchase agreement, if you just bought a new home with subjects removed, or
 - Current BC Hydro, gas, landline telephone, or internet/cable statement
 - Renters:
 - Formal rental or lease agreement and a current BC Hydro, gas, landline telephone, or internet/cable statement

Please note: If you do not have a formal tenancy agreement (e.g., living with family/friend), we require:

 - Letter from the tenant/homeowner stating this living arrangement including the names of all your family members (children & parents) living in their residence, and
 - Proof of their address (as per accepted documents above)
5. School Reports, with certified translation in English, if applicable ☐
 - Secondary School (grades 8-12): Most recent report card.
6. Individualized Education Plan (if student holds a designation) ☐
7. KEV CashOnline Receipt for Summer School course payment ☐

(Note: The \$100 resource deposit for Full-Credit courses will need to be paid in our office at the time of registration via a link we will email you. Be sure you bring a debit/credit card which does not expire until after August 2025 so we can refund your card if \$ due back to you. If cards expire, refunds can only be issued by cheque to the payor of deposit and issued after Summer Learning ends & by the end of August. Cheques will be mailed to the student's home address on file.)