

SD83 Ordinarily Resident Guidelines Checklist

In accordance with the School Act Section 82 and [Ministry of Education policy](#), a student is eligible for a provincially funded education if parent(s) or legal guardian(s) meet ordinarily resident requirements. If not the parent, guardianship can only be established by will or Canadian court order. Students who are residing in BC and whose parent or legal guardian is ordinarily resident in a BC school district are eligible for a publicly funded education.

The following evidence will determine the status of ordinarily residence:

Part 1: Status in Canada

Required from parent/legal guardian, one of:

- ☐ Canadian birth certificate
- ☐ Canadian passport
- ☐ Canadian Citizenship card
- ☐ Confirmation of Landing/Permanent Residence and passport
- ☐ Permanent Resident Card (front and back)
- ☐ Status Card (Indigenous Services Canada)

Or, one of:

- ☐ Work Permit - valid for a year or more **and** proof of employment and passport
 - ☐ Study Permit - valid for a year or more **and** Letter of Acceptance or transcript **and** passport
- (Permit cannot be for ESL courses or high school upgrading)

Part 2: Residency

Required Documentation for Proof of Being "Ordinarily Resident", one of:

- ☐ British Columbia Medical Services Plan (BCMSP) coverage for parent/legal guardian or,
- ☐ Proof of application for BCMSP for parent/legal guardian (If BCMSP coverage is not confirmed within 3 months, Out of Province student fees will apply)

And

While each of the following indicators alone is not enough to establish residency for the purpose of Section 82 of the School Act, the larger the number of positive indicators as set out in the list below, the more likely it is that the person qualifies as a resident of the province for the purpose of receiving government funded public education:

- ☐ Ownership of a dwelling or a long-term lease or rental of a dwelling
- ☐ Document indicating British Columbia residence (i.e.: utility bill)
- ☐ Provincial registration of an automobile
- ☐ Provincial Driver's License (NOTE: BC Driver's License & Services Card is considered one piece of identification, not two)
- ☐ A current income tax return filed as a BC resident
- ☐ Confirmation of current employment within BC

If you need any assistance determining if a student meets the ordinarily resident requirement, please contact Dale Culler (Secretary Treasurer)



Eagle River Secondary
Student Information Verification

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August 19, 2025

Pupil No.:

Homeroom:

Teacher:

Student

Legal Last Name	_____	Student e-mail	_____
Legal First Name	_____	RR Number/PO Box	_____ Family Courier ☐
Legal Middle Name(s)	_____	Street Address	_____
Usual Last Name	_____	City	_____ Prov _____ PC _____
Usual First Name	_____	Mailing Address (if different than property address)	_____
Usual Middle Name(s)	_____	Street Address	_____
Date of birth	_____	RR Number/PO Box	_____
Personal Health No.	_____	City	_____ Prov _____ PC _____
Student Home Phone	_____ Unlisted ☐		
Student Cell Phone	_____		

Previous School Name _____ District _____ City _____

PARENT / GUARDIAN INFORMATION

Last, First name	_____	Property Address	_____
Relationship	_____	Street Address	_____
Parental authority or guardian ☐	Lives with student ☐	RR Number/PO Box	_____
Can pick up ☐	Receive email ☐	City	_____ Prov _____ PC _____
Receive mailings ☐	Has portal access ☐	Mailing Address (if different than property address)	_____
Receive autodialer calls ☐		Street Address	_____
Home Phone	_____	RR Number/PO Box	_____
Work Phone	_____ Ext _____	City	_____ Prov _____ PC _____
Cell Phone	_____	E-mail Address	_____

PARENT / GUARDIAN INFORMATION

Last, First name	_____	Property Address	_____
Relationship	_____	Street Address	_____
Parental authority or guardian ☐	Lives with student ☐	RR Number/PO Box	_____
Can pick up ☐	Receive email ☐	City	_____ Prov _____ PC _____
Receive mailings ☐	Has portal access ☐	Mailing Address (if different than property address)	_____
Receive autodialer calls ☐		Street Address	_____
Home Phone	_____	RR Number/PO Box	_____
Work Phone	_____ Ext _____	City	_____ Prov _____ PC _____
Cell Phone	_____	E-mail Address	_____

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Relationship	_____	Street Address	_____
Parental authority or guardian ☐	Lives with student ☐	RR Number/PO Box	_____
Can pick up ☐	Receive email ☐	City	_____ Prov _____ PC _____
Receive mailings ☐	Has portal access ☐	Mailing Address (if different than property address)	_____
Receive autodialer calls ☐		Street Address	_____
Home Phone	_____	RR Number/PO Box	_____
Work Phone	_____ Ext _____	City	_____ Prov _____ PC _____
Cell Phone	_____	E-mail Address	_____



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August 19, 2025

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EMERGENCY CONTACT INFORMATION (contacted if parents can't be reached, listed in the order they are to be called)

Emergency Contact 1	Home Phone	Work Phone	Ext
Can pick up ☐	Cell Phone	Relationship	
Emergency Contact 2	Home Phone	Work Phone	Ext
Can pick up ☐	Cell Phone	Relationship	
Emergency Contact 3	Home Phone	Work Phone	Ext
Can pick up ☐	Cell Phone	Relationship	
Out of district	Home Phone	Work Phone	Ext
Can pick up ☐	Cell Phone	Relationship	

SCHOOL AGED SIBLING INFORMATION

Legal Last Name	Birthdate
Legal First Name	Relationship
Legal Last Name	Birthdate
Legal First Name	Relationship
Legal Last Name	Birthdate
Legal First Name	Relationship
Legal Last Name	Birthdate
Legal First Name	Relationship
Legal Last Name	Birthdate
Legal First Name	Relationship

STUDENT LEGAL ALERTS

Court order on file?

☐

Description

STUDENT MEDICAL ALERTS

Life Threatening?

☐

Description

OTHER STUDENT ALERTS - Health, family or other informational

Description

CITIZENSHIP (country)	Visa Status	Expiration
LANGUAGE At Home	Most Used	First
ABORIGINAL ANCESTRY	Metis ☐	Inuit ☐
	Status-On Reserve ☐	Status-Off Reserve ☐
	Non-Status ☐	
Band of Origin	Band of Residence	Status No.

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 program 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.

Parent / Guardian Signature

Date