Navigate (NIDES)

School Policy Guidelines

(September 2015)

**Ordinarily Resident in British Columbia**

In line with the Ministry of Education and SD 71, DL Ordinarily Resident in BC policy, North Island Distance Education School (NIDES) has adopted the following procedures for all students registered at the school:

1. For all full time students K-12, where NIDES is the school of record, the school will have on file a copy or facsimile of documentation that provides proof of the parents/students, a) Canadian Citizenship, and b) BC Residency.
2. For all cross-enrolled grade 8-12 students, where NIDES is not the primary school of record, the school will have on file a copy or facsimile of documentation that provides proof of the parents and/or students BC Residency. In the case of these cross-enrolled students, it is assumed that the student’s official school of record possesses documents supporting proof of Canadian Citizenship status. The school of record will be officially notified of the registration with NIDES (through fax or email) and this communication will identify that they are in possession of this documentation.

Proof of Citizenship will include one of the following documents:

1. For Canadian Citizens: Copy of the students Birth Certificate or Canadian Passport – identity page with photo
2. For Landed Immigrants/Refugees: Copy of Permanent Resident Card (Cdn)

Proof of BC Residency will include one of the following documents:

1. BC Care Card
2. Valid BC Driver’s License
3. BC Identification Card
4. Recent utility bill
5. Current Tenant Agreement/Primary Residence Purchase Agreement

Procedures:

All documents will be required as a mandatory field (upload) within the online registration form for all students according to their full time or cross enrolled status – see above. Where the documentation cannot be provided online during the registration process, a copy of these can be hand delivered or mailed to the school’s main office. A physical copy of these documents will be placed in the student’s file in the main office and a digital copy will be placed in the “Active Student File” within the shared drive.