



**Please note: Applications must be received by June 1 for a DL School opening in September**

Information on this form is collected by the Office of the Inspector of Independent Schools under the authority of the *Independent School Act*. The information will be used for processing applications for independent school registration and classification and will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and use of this information should be directed to the Inspector of Independent Schools, Ministry of Education, Office of the Inspector of Independent Schools, PO Box 9153 STN PROV GOV'T, Victoria BC, V8W 9H1.  
Phone: (250) 356-2508, Fax: (250) 953-4908.

Ministry School Code (For Ministry Use Only)

School Society/Authority Code (For Ministry Use Only)

In accordance with the provision of the *Independent School Act*, the undersigned applies for an Interim Certificate of Group Classification, in order to commence operating an independent school and to offer instruction by means of Distributed Learning, in the Province of British Columbia.

**Authority Information**

Authority Name (As Incorporated)	
Authority Address (Mailing)	
City / Town / Postal Code	Telephone / Facsimile
Email Address	Name of Chairperson of the School Authority
Authority Incorporated Under ( <i>Society Act, Company Act, Other</i> {specify})	Incorporation Number
Does the Authority operate any other Independent Schools? (Specify)	

**School Information**

Name of Proposed School		
School Address (Location)	City / Town / Postal Code	
School Address (Mailing)	City / Town / Postal Code	
Telephone	Facsimile	Email
Name of School Principal		
Proposed Date of School Opening		

**Proposed Grades and Enrollment Numbers**

Program Kindergarten to Grade 9	Program Grade 10 to 12	Secondary Courses (less than full program) only available to schools already offering a full secondary program (Grades 8-12)

**Total Enrollment:** (must be ten or more)

**Proposed Program Plan**

With specific reference to the Standards for Delivery of K-12 Independent School Distributed Learning in British Columbia describe how the Authority plans to design and deliver the program:

Empty box for describing the proposed program plan.

**The Authority hereby certifies:**

- that the independent DL school will, on the commencement of operations, be established in keeping with the requirements of the *Independent School Act* and in accordance with the Independent School Distributed Learning Agreement.
- that the independent school facilities, where applicable to the delivery of the program, comply with the enactments of British Columbia, the municipality and the regional district in which the facilities are located, or will comply on the date that the school opens for instructional purposes.

**The Authority submits the following documentation with the application:**

- Copy of Certificate of Incorporation, and
- Where applicable, documentation from the municipality, or regional district confirming that there are no compliance related concerns regarding the intended school operation in the proposed facilities, and
- New school authority's must provide a plan for the delivery of the program being offered. Development of program plans must be approved by the Office of the Inspector of Independent Schools by June 1.

*The undersigned hereby certifies that the information in this Application for Interim Certification is, to the best of his/her knowledge and understanding, complete and correct.*

**Signature of the Chairperson** \_\_\_\_\_

**Date** \_\_\_\_\_

**For Ministry Use Only**

Date Received

**Please Fax completed form and attachments to (250) 953-4908**

Mailing Address:

Office of the Inspector of Independent Schools  
Ministry of Education, PO Box 9153 STN PROV GOVT  
Victoria BC V8W 9H1  
Fax: (250) 953-4908  
Telephone: (250) 356-2508

Street/Courier Address:

Office of the Inspector of Independent Schools  
Ministry of Education, 2nd Floor, 620 Superior St.  
Victoria BC V8V 1X4