



Greetings from the Sheridan Park Family! We are thrilled that you are taking the next steps in registering your child with us for the upcoming school year. As you are aware, due to the COVID-19 pandemic, many changes are taking place. As a result, our registration process does look a little different for the upcoming school year. Rest assured it is our priority to assist you during each step of the registration process. Below you will find important information for you to begin the process of obtaining a student identification number, filling out the registration documents and providing the necessary documents to finalize registration.

#### **STEP 1: Send an Email Request**

Initiate an email request to register your student to our Registrar, Maria Rivera, at [Maria.Rivera4@browardschools.com](mailto:Maria.Rivera4@browardschools.com).

#### **STEP 2: Obtain a Student Identification Number**

You are able to request a student identification number from any school in Broward County, even if it is not your home school. Typically you bring your child's birth certificate and your photo ID to the school. At this time, we are not able to accommodate face to face but we can assist through encrypted email communication. If you have access to taking a picture of both items, we ask that you email [Maria.Rivera4@browardschools.com](mailto:Maria.Rivera4@browardschools.com) to request your new student identification number and she will then respond with an encrypted email to where you can securely send these documents. Once the documents are received you will be provided with your student's identification number, the necessary documents to fill out and the Required Registration documents list to begin compiling for your students file.

#### **STEP 3: Register Your Child**

Whether you have an incoming Kindergartner or a new student to our school of any grade, the Registration Documents Required list will be your best guide. This list is a compiled version of what the District has posted on their website: <https://www.browardschools.com/Page/36242>. You will electronically fill out the PDF version of both the Student Registration Form and The Student Emergency Contact Card. Once filled out you will be able to forward these documents to [Maria.Rivera4@browardschools.com](mailto:Maria.Rivera4@browardschools.com). You will also be able to submit through the encrypted email thread any of the necessary documents required. If you are not able to provide a document for whichever reason we will be able to assist in providing a grace period to obtain them for the start of the school year.

#### **STEP 4: Registration Complete**

Once you have submitted ALL necessary documents your student will officially be registered at Sheridan Park Elementary and will be ready to begin for the new school year. We understand that currently it may not be feasible to obtain certain documents in a short amount of time. Be assured we will be able to assist you in every way possible, so that there is no delay in your student starting at the beginning of the school year. Also, you are able to visit our school website at <https://www.browardschools.com/sheridanpark> or our school Facebook page at <https://www.facebook.com/SheridanParkElementarySchool/> for the most current communication from our school staff.

Should you have any questions, or have a specific situation you need to discuss prior to beginning this process please reach out to us at 754-323-7350 or email [Maria.Rivera4@browardschools.com](mailto:Maria.Rivera4@browardschools.com).