

COVID-19 UPDATE

PROCESS FOR ENROLLMENT & WITHDRAWAL OF STUDENTS

REGISTRATION REQUIREMENTS (School Board Policy 5.1 amended 6/15/16)

Welcome to Blanche Ely High School! We are pleased that you plan to register your child in our school of excellent and look forward to helping you and your child make an easy transition to school. Due to COVID-19 and the social distancing mandate, Blanche Ely High Schools is enrolling new students via online registration, until further notice. This online process ensures the safety of everyone. Current students or incoming 9th grade graders zoned for BEHS do not need to register; the district will forward your information to us.

Failure to submit all required documents will delay the enrollment of your child in school and prevent the registration process from continuing or being complete. The submission of the registration forms electronically does not constitute a registration of your student in Blanche Ely High Schools, nor does it reserve a space for your child. Please take a few minutes to read the information provided below before beginning submission of your online registration forms. **Once you have completed all forms, email your documents to the Registrar, nancy.waech@browardschools.com.** Registrar Office: 754-322-0954.

NOTE

Schools have the right to verify any information provided by the student and/or the student's parent(s). Students whose parents are found after appropriate investigation, to have submitted fraudulent information in an attempt to register and enroll in, or remain in a school to which the student is not assigned shall be immediately withdrawn by the school and must be registered and enrolled in the appropriate boundaried school by the parent. Follow the steps below to register your child or [Click here](#) for the Broward County Public School directions on how to access required forms and documents to register your child for school. Upon completion all paperwork, please **email all documents to the Registrar, nancy.waech@browardschools.com • Office – 754-322-0954**

STEP 1.

SCHOOL LOCATOR

Students are assigned schools based on their primary residential address. Find the school(s) assigned to your home address using our [Find My School](#) feature. You must provide your specific street address and your child's grade level, and the app will determine the correct school your child is supposed to attend. Students may also apply for other school choice options during application windows. For more information visit the School Choice website: browardschools.com/schoolchoice.

STEP 2.

Click [HERE](#) for a Broward County Public School **checklist** of required documents that you will need to submit to the school to register your child and help the registration process go as smoothly as possible. (Download [Adobe Acrobat Reader](#) to view or print PDF documents).

STEP 3.

Complete the following Broward County Public School enrollment forms in the language of your choice.

- Student Registration [Form](#)
- Emergency Contacts [Form](#)
- Release of Information [Form](#)
- Shared Housing [Form](#) (if needed)
- Student Housing Questionnaire [Form](#)
- Code of Conduct Signature [Forms](#)

STEP 4.

Provide the following required documents for registration: (Click [here](#) for details on each document)

- Proof of Residency for the Registering Parent/Guardian (See acceptable documents below).
- Proof of Age
- Copy of FL ID
- Proof of Medical Examination for Student
- Proof of Immunization for Student
- School Records
- Submit the most recent report card and/or transcript needed for appropriate grade level placement (if last school is not a Broward County Public School) **or** complete a Release of Information Form (that our Registrar will give you) and we will request the appropriate educational records from all previous educational programs.

Provide evidence from the following sources in the name of the parent/guardian registering the child: For registration and subsequent enrollment, the parent, must complete the Broward Community Public School’s student registration form and submit **one** piece of evidence from sources listed in Column A and **one** additional piece of evidence from Column B (Both sources of information must match).

| Column A | Column B |
|--|---|
| <ul style="list-style-type: none"> • Property tax bill • Homestead exemption card • Deed • Mortgage statement • Home purchase contract • Notarized lease agreement | <ul style="list-style-type: none"> • Utility bill (i.e., electric, water, waste) • Telephone or cellular phone bill • Verification of Tenancy letter from the homeowners or condominium association • Declaration of Domicile Form from the County Records Department • Florida driver’s license • Florida identification card • Automobile registration • Automobile insurance • Credit card statement • Two consecutive bank account statements • U.S. Postal Service confirmation of address change request |

STEP 5.

Email all your documents to the Registrar, nancy.waech@browardschools.com

For more information go to <https://www.browardschools.com/guidance>

WITHDRAWAL

Students Who are Transferring Out-of-County, to Private School, or Home School:

Due to COVID-19 and the social distancing mandate, parents who need to withdraw their student should contact the registrar's office for assistance. Withdrawals will be done online, until further notice.

Registrar's Office: Nancy Waech • Email: Nancy.waech@browardschools.com • 754-322-0954 or 754-322-0950