

CHECKLIST FOR STUDENT REGISTRATION

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

PROOF OF RESIDENCE

Submit current proofs of residence from the table below, based upon your type of residence

If you OWN or RENT your residence:

- Submit one document from both Columns A and B

If you SHARE the housing of another person who owns/rents the home:

- Both the registering parent and owner/renter of the residence complete a notarized Affidavit of Shared Residence Form; and,
- The owner/renter of the residence must submit one document from both Columns A and B; and,
- The registering parent must submit two documents from Column B.

If you answer "yes" to certain residency questions on the Student Registration Form you may qualify for the HOMELESS Education Program (HEP) under the McKinney-Vento Act.

- The school will provide a referral to the district's Homeless Education Liaison and, if qualified, the student will be eligible for immediate services.
- Students registered under the McKinney-Vento Act must re-enroll each school year.

All documents must be current, valid, and include the residential address used for enrollment.

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

SCHOOL RECORDS (if any)

- Submit the most recent report card and/or transcript needed for appropriate grade level placement; or,
- Complete a *Release of Information Form* and your school will request the appropriate educational records from all previous educational programs.

EVIDENCE OF PROPER AGE

Submit one form of verification of the student's age in the order set forth below:

Official Birth Certificate

- A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births.

Certificate of Baptism

- A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent.

Insurance Policy

- An insurance policy on the child's life, which has been in force for at least two years.

Religious Record

- A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent.

Passport

- A passport or certificate of arrival in the U.S. showing the age of the child.
- NOTE: Under no circumstances shall staff request a passport, visa, or any other documentation to verify the immigration status of any student.

Transcript

- A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth.

Sworn Affidavit

- An affidavit sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician, which states that the health officer or physician has examined the child and believes the age as stated in the affidavit is substantially correct.

EVIDENCE OF MEDICAL EXAMINATION

Students enrolling in a Florida public school for the first time must submit evidence of a medical examination performed within the twelve months prior to the initial enrollment.

Submit a Florida Certificate of Immunization Form (Form DH 680).

- The Florida Department of Health annually publishes the required immunizations in a state publication titled, "Immunization Guidelines: Florida Schools, Child Care Facilities and Family Day Care Homes."
- Students may attend school without a Florida Certificate of Immunization if they have a:
 - Religious Exemption (Form DH 681)
 - Temporary Exemption (Form DH 680, Part B)
 - Medical Exemption (Form DH680, Part C)
 - Principal's 30-day temporary exemption for incoming, out-of-district transfer students

EVIDENCE OF CUSTODY/GUARDIANSHIP

If the student is residing with someone other than the parent or legal guardian, the following shall apply:

- If the parent/guardian lives within the tri-county area, the individual registering the child must provide documentation of custody by an appropriate state agency such as the Dept. of Children & Families or the Court. In case of hardship, to be determined by the school, a signed notarized letter appointing custody will be sufficient.
- If the parent/guardian lives outside the tri-county area or the US, a notarized statement from the parent/guardian, identifying the person assuming responsibility for the child must be presented.
- If a parent/guardian lives within the tri-county area, and the student lives in a residence licensed by the Dept. of Children & Families the student may be enrolled in the school that serves that licenses residence.