



REGISTRATION CHECKLIST

STATE OF FLORIDA MANDATED AGE REQUIREMENTS:

- Kindergarten - Age five (5) on or before September 1st
- First Grade - Age six (6) on or before September 1st

EVIDENCE OF AGE (Documents must be originals, copies are not acceptable)

- Birth Certificate
- Passport

PROOF OF RESIDENCY (TWO FORMS REQUIRED)

One current piece of evidence from section A and one piece from section B

Column A	Column B
1. Property tax bill	1. Utility bill (i.e., electric, water, waste) CANNOT BE FINAL NOTICE
2. Homestead exemption card	2. Telephone or cellular phone bill
3. Deed	3. Verification of tenancy letter from homeowners or condominium association
4. Mortgage statement	4. Declaration of Domicile Form from the County Records Department
5. Home purchase contract including specified closing date within 30 days of enrollment and a copy of the deed to be provided within 60 calendar days of closing date	5. Florida Driver's license – MUST HAVE CURRENT AND CORRECT ADDRESS
6. Notarized lease agreement with the name and phone number of lessor	6. Florida identification card
	7. Automobile registration
	8. Automobile insurance
	9. Credit card statement
	10. Two consecutive bank account statements
	11. United States Postal Service confirmation of address change request

If you are unable to provide the above documents, please contact the Registrar for assistance.

PICTURE IDENTIFICATION OF REGISTERING PARENT

EVIDENCE OF HEALTH REQUIREMENTS

- Florida Certificate of Immunization – Form DH 680
- Florida Health Examination – Form DH 3040 (physical must have been performed within 12 months prior to enrollment)

EVIDENCE OF GRADE LEVEL (excluding Kindergarten)

- Most recent report card
- Standardized test scores from previous school (if possible)
- Documents for services student may be receiving (i.e. speech, language, Individual Education Plan, etc.)

For further information please contact Park Trails Elementary Registrar at 754-322-7800