

Agency Procedures for High School Registration of Foreign Exchange Students

After Procedural Clearance Approval is obtained from the School Counseling & BRACE Advisement Office you may register the foreign exchange student at the assigned high school. Contact the school to see if an appointment to register is necessary.

The following documents will be required at time of student enrollment:

- 1. School Assignment Letter from the School Counseling & BRACE Advisement office**
- 2. Student's birth certificate or passport**
- 3. Florida Certificate of Immunization Form (DH 680 form) and evidence of a medical examination performed within 12 months prior to enrollment**
- 4. Host family's two proofs of residence documents. Visit <https://www.browardschools.com/Page/36242> to view a list of acceptable documents required for registration**
- 5. Complete the registration documents required for school. Check <https://www.browardschools.com/Page/36242> to download and complete the required forms**
- 6. Mail all forms including the completed checklist to:**

**Akilah Singletary
School Counseling & BRACE Advisement Department
1400 NW 14th Court
Fort Lauderdale, FL 33311**

Copies of the *District Registration Form* and a copy of the student's *transcript* will be forwarded to the school from the district office file. For any questions, contact Akilah Singletary at 754-321-1675 or akilah.singletary@browardschools.com.