

Information for Student Registration

Proof of Residence

Students are to attend the school to which they are boundaried, on the basis of the geographical boundary in which the parent(s) reside, unless other school board policies apply (Policy 5004.1). Parent refers to either both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S. 1000.21(5)). Proof of residence is required in order to ensure that a student is enrolled in the assigned school; however, requiring proof of residence is not intended to delay a student’s enrollment in school. When school is in session and a parent cannot readily produce the required documentation, the school shall ensure the student is temporarily enrolled. The parent must submit all required documentation within thirty (30) calendar days.

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.
- 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 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.

Proof of Immunizations

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 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.

Additional Information

- *Affidavit of Person Acting as Parent:* In the event that a student is not living with a legal parent or guardian, a Person Acting as Parent Form must be completed and reviewed by the school. The purpose of this form is to verify the status of a person acting as parent pursuant to School Board Policy 5.1. Only notarized forms will be accepted. Submittal of this form does not guarantee enrollment at this school. The person acting as parent has the burden to show that the student's residence is not incident to the student's eligibility to enroll in a particular school's boundary and is due to extenuating circumstances.
- Schools have the right to verify any information provided by the student and/or the student's parent(s).
- A student whose parent(s) submit fraudulent information in an attempt to attend 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.
- Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his or her official duty, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).
- For more information, please refer to Policy 5.1