

SEA CASTLE ELEMENTARY

REGISTRATION FORMS COMPLETED VIA LINK ON OUR WEBPAGE MUST BE EMAILED TO:  
MARTHA.QUESADA@BROWARDSCHOOLS.COM  
DOCUMENTS REQUIRED FOR REGISTRATION

Proof (in the name of the parent/guardian registering the child) that the student resides within the appropriate boundaries. Schools have the right to verify any information provided, should fraudulent information be submitted during the registration process after appropriate investigation students may be immediately withdrawn.

If the parent resides within a shared household, an Affidavit of Shared Residence Form must be completed. The homeowner/lessor provides one proof from each column and the parent proof must be in the form of a Driver's License or Voter Registration plus another option from column B.

All documents must be current, valid, and include the residential address used for enrollment.	
Column A	Column B
<ul style="list-style-type: none"><li>Property tax bill</li><li>Homestead exemption card</li><li>Deed</li><li>Mortgage statement</li><li>Home purchase contract</li><li>Notarized lease agreement</li></ul>	<ul style="list-style-type: none"><li>Utility bill (i.e., electric, water, waste)</li><li>Telephone or cellular phone bill</li><li>Verification of Tenancy letter from the homeowners or condominium association</li><li>Declaration of Domicile Form from the County Records Department</li><li>Florida drivers license</li><li>Florida identification card</li><li>Automobile registration</li><li>Automobile insurance</li><li>Credit card statement</li><li>Two consecutive bank account statements</li><li>U.S. Postal Service confirmation of address change request</li></ul>

These documents are needed to register your child for school. Please note only original documents will be considered.

1. An item from Column A (Primary proof) and an item from Column B (Secondary proof)
2. Completed Registration Form and completed Emergency Contact Form plus others as needed
3. **Official Birth Certificate**
4. Florida Immunization Form DH 680 - available from a private physician or the Health Department (954-467-4705)
5. Florida Health Exam Form DH 3040 dated within one year prior
6. Latest report card and/or transcript needed for appropriate grade placement.

If the student is residing with someone other than the parent or legal guardian, the following provisions with regards to **Evidence of Custody/Guardianship** shall apply:

1. If the parent lives within the tri-county area (Dade, Broward, or Palm Beach), the parent must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the court. Applications for temporary custody of minor children by extended family can be obtained at the family unit office in the Broward County courthouse.
2. If the parent lives outside the tri-county area (Dade, Broward, or Palm Beach), the school will accept a notarized statement from the parent identifying the person assuming responsibility for the supervision of the child.

For further information contact the office at 754-323-7250.