# **In Boundary Enrollment Requirements**

## **School Year 2021-2022**

\*For students coming from a Broward County School the following requirements are necessary for registration. ALL documents listed below must be presented during registration to be accepted.

#### **STEP 1:** Forms

Please fill out the Registration form

#### **STEP 2:** Student Documents

Please provide the following documents:

- 1. Immunization FL 680 form (for 7<sup>th</sup> graders only-TDAP shot required)
- 2. Physical form

#### **STEP 3:** Proof of Address

Please provide the following documents:

- 1. Two proofs of residence
  - a. If you rent: Copy of CURRENT lease AND utility bill
  - b. If you own: Copy of mortgage statement AND utility bill\*If you do not have a mortgage, please provide your property tax bill

# STEP 4: Email OR Turn in documents in person

- 1. If you are emailing for registration BEFORE June 7th, please email ALL completed forms and required documents to <a href="mailto:samanthalee.edwards@browardschools.com">samanthalee.edwards@browardschools.com</a> in ONE email. If you are emailing for registration AFTER June 7th, please email required documents to <a href="mailto:linda.mcdonald@browardschools.com">linda.mcdonald@browardschools.com</a> in ONE email.
- 2. If you are giving registration forms in person, please call us at (754) 322-3700 to schedule an appointment.

## **STEP 5:** Confirmation

- 1. If you email your registration documents, you will receive a confirmation email within 24-48 hours confirming your registration is complete or which documents are missing. You will also receive a link to fill out the Elective Course Card for your student.
- 2. If you register in person, confirmation will be given at time of appointment and a link will be sent to fill out the Elective Course Card.