



Parent Registration Checklist

Requirements for registering a student during COVID-19:

1. Registering parent ID (driver's license or passport)
2. Birth certificate/ passport
3. Two proofs of current address. (**must have registering parent's name listed**)
4. **Student Registration Form**
5. **Student Emergency Contact**
6. Provide IEP (ESE Students)

The below documents will be required once school resumes normal schedule:

1. Withdrawal form(s) from previous school
1. Current Proof of Immunizations (**must be on Florida 680 form**)
2. Current Physical examination form (must be within the past 12 months)
3. All middle school records and completed grade level 6-8 report cards
4. Two proofs of current address. (**must be submitted within 30 days of registration**)
5. **Affidavit of Shared Housing Form**
6. Provide IEP (ESE Students)

Acceptable Proof of Address

All documents must be current, valid, and include the residential address used for enrollment.

Column A

- Property tax bill
- Homestead exemption card
- Deed
- Mortgage statement
- Home purchase contract
- Notarized lease agreement

Column B

- 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