



## Student ID Request Process

Parents are welcome to request a student ID number virtually or in person.

To obtain a student ID #, please send all required documents via email to [Adelle.Peets@browardschools.com](mailto:Adelle.Peets@browardschools.com) or bring them in person to Heron Heights main office.

### **Required Documents**

- Student ID Request Form
- Two proofs of residency including a Drivers License
- Birth Certificate

Required Proofs of Residency	
All documents must be current and include the name of the registering parent and residential address used for enrollment. You need one proof from Column A and one proof from Column B.	
Column A	Column B
<ol style="list-style-type: none"> <li>1. Property tax bill</li> <li>2. Homestead exemption card</li> <li>3. Deed</li> <li>4. Mortgage statement</li> <li>5. Home purchase contract, including specified closing date within 30 days of enrollment and a copy of the deed to be provided within 60 calendar days of closing date</li> <li>6. Notarized lease agreement with the name and phone number of lessor</li> </ol>	<ol style="list-style-type: none"> <li>1. Utility bill (i.e., electric, water, waste)</li> <li>2. Telephone or cellular phone bill</li> <li>3. Verification of tenancy letter from homeowners or condominium association</li> <li>4. Declaration of Domicile Form from the County Records Department</li> <li>5. Florida Drivers License</li> <li>6. Florida identification card</li> <li>7. Automobile registration</li> <li>8. Automobile insurance</li> <li>9. Credit card statement</li> <li>10. Two consecutive bank statements</li> <li>11. U.S. Postal Service confirmation of address change request</li> </ol>