



# INCOMING WESTGLADES STUDENT FROM A BROWARD COUNTY CHARTER SCHOOL

Welcome to Westglades Middle School. Please use this form to guide you through our registration process.

1. Complete and sign the [BCPS Registration Form](#). (Please print clearly and neatly.)
2. Include one document from **BOTH Columns A and B** as proof of residence from the table below.

**\*\*All documents must be CURRENT, VALID, and include the residential address used by the registering parent for enrollment.\*\***

COLUMN A	COLUMN B
<ul style="list-style-type: none"> <li>• <b>Property Tax bill</b></li> <li>• Homestead Exemption card</li> <li>• <b>Deed</b></li> <li>• Mortgage statement</li> <li>• <b>Home purchase contract</b></li> <li>• Notarized lease agreement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Automobile registration</b></li> <li>• Automobile insurance</li> <li>• <b>Credit card statement</b></li> <li>• Utility bill (i.e., electric, water, waste)</li> <li>• <b>Telephone or cellular phone bill</b></li> <li>• Verification of Tenancy letter from the homeowners or condominium association</li> <li>• <b>Declaration of Domicile Form from County Records Dept.</b></li> <li>• Two consecutive bank account statements</li> <li>• <b>U.S. Postal Service confirmation of address change request</b></li> <li>• Florida Driver's License or Florida Identification Card</li> </ul>

3. Florida Certificate of Immunization (#680 Form) **AND** Proof of Medical Exam; performed within the last twelve months by a FL doctor
4. Birth Certificate
5. Final 5th Grade and/or middle school report cards/and or transcripts, including grades at the time of withdrawal
6. Standardized Test Scores, if applicable (FSA, FAST, ITBS, CAT, SAT, MAT, etc.)
7. Email this **complete** packet of documentation to the Westglades Registrar at [Denise.Gonzalez@BrowardSchools.com](mailto:Denise.Gonzalez@BrowardSchools.com).
8. Call your current charter school's registrar. *-Inform them that your child will be attending Westglades Middle School. Request that they withdraw your student from the FOCUS system.*

