

# Registration Document Checklist

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

I acknowledge that my student's registration is TEMPORARY pending review of documents. I have been notified that certain documents are needed within 30 days to complete registration. If the documents are not provided, my student may be withdrawn from school on \_\_\_\_\_ (30 days from registration).

Missing: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*All forms must be COMPLETE, signed and dated as applicable\***

## Office Use Only

ESE    ESOL    IB    GF    HEART    BTA/SRA

Assign Cd: Select

Staff Member Completing Checklist: Staff Member Name

Date: Reg Date

### ALL Registrations

- ★  Parent/Guardian ID
- Registration Form
- Course Selection Sheet (Feb-Aug)
- Emergency Contacts
- Code of Conduct Form
- FERPA / Media Release
- Proof of Legally Required Vaccinations (FL Form *DH 680*)
- Health Services Form

### Proofs of Address (Please read the back of this sheet)

**Option 1: If the main proof (lease or mortgage statement) is in registering parent/guardian's name**

**OR**

In REGISTERING PARENT'S name: -- ★  Main Column "A" Proof    Other Column "B" Proof

**Option 2: Main "A" proof is in someone else's name**

-- ★  Notarized Shared Housing Form

In HOMEOWNER's name: -- ★  Main Column "A" Proof    Column "B" Proof

In REGISTERING PARENT'S name: --  Column "B" Proof    Column "B" Proof

### For Student Coming from OUTSIDE of BROWARD County Public Schools or Charter Schools

- ★  Birth Certificate or Passport (proof of age)
- Physical Exam Form from Within the Past 12 Months
- Transcripts and Test Scores from Previous School
- Information Release Form

### For LEGAL GUARDIAN as "Registering Parent"

- ★  Affidavit of Person Acting as Parent
- ★  Notarized proof indicated on above form
- ★  Court ordered custody papers

**OR**

### For REASSIGNMENT Students

- Reassignment Conditions Agreement

## How to Provide Proof of Address

Submit *current* proofs of residence from the table below, based upon your type of residence

### **If you OWN or RENT your residence: (option 1)**

- Submit one document from both Columns A and B

### **If you SHARE the housing of another person who owns/rents the home: (option 2)**

- Both the registering parent and owner/renter of the residence complete a notarized Affidavit of Shared Residence Form and
- The owner/renter of the residence must submit one document from both Columns A and B and
- The registering parent must submit two documents from Column B.

**If you answer “yes” to certain residency questions on the Student Registration Form, you may qualify for the HOMELESS Education Program (HEP) under the McKinney-Vento Act.**

- The school will provide a referral to the district’s Homeless Education Liaison and, if qualified, the student will be eligible for immediate services.
- Students registered under the McKinney-Vento Act must re-enroll each school year.

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