

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 If the documents are not provided, my student may be withdrawn from school on _____ (30 days from registration).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: _____

Staff Member Completing Checklist: _____

Date: _____

ALL Registrations

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

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

Health Services Consent

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

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

OR

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

★ Notarized Shared Housing Form ★ Student Housing Questionnaire

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

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

Questions? Need to submit digital documents? Email us at: PLHRegistrar@BrowardSchools.com