

CHECKLIST FOR ENROLLMENT OF STUDENTS K-12

(School Board Policy 5.1 Amended 1.15.13)

PROOF OF RESIDENCE (Domicile)

Column A - One current piece of evidence from the following sources in the name of the parent/guardian registering the child:

- _____ Current telephone or electric bill in the name of the parent registering the child
- _____ Mortgage Statement
- _____ Notarized Lease agreement with name, address, and phone number of lessor
- _____ Mortgage commitment
- _____ Home Purchase contract including specified closing date, with copy of deed to be provided within 60 days of closing date
- _____ Homestead exemption card

AND

Column B - One current piece of evidence from the following sources in the name of the parent/guardian registering the child:

- _____ Automobile Insurance
- _____ Current Florida Driver's License/Florida Identification Card
- _____ Cellular telephone bill
- _____ Credit card statement
- _____ Bank account statement
- _____ United States Postal Service confirmation of address change request or evidence of correspondence delivered through U.S. Postal Service
- _____ Declaration of Domicile form from the County Records Department

When domicile is temporary, and proof, as stated above, cannot be presented at the time of registration, the student shall be allowed to register in school for 30 days with the following documents:

- _____ A notarized statement of Provisionary Domicile signed by the parent/guardian and owner or lessee with whom the parent/guardian is residing
- _____ A proof of residency from the Column A list above, in the name of owner or lessee signing the Statement of Provisionary Domicile

Acceptable permanent proof of residency must be provided with 30 days

When the parent/guardian resides permanently with someone else who resides in the school's boundary area, the parent/guardian must submit one from each of the following:

- _____ A proof of residency from the Column A list above, in the name of owner or lessee
- _____ One current piece of evidence from Column B list above in the name of the parent/guardian registering the child

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate boundary school.

EVIDENCE OF PROPER AGE

_____ Official birth certificate

If such certificate is not available, the following forms of evidence are acceptable:

_____ A duly attested transcript of a certificate of a religious document showing date of birth, accompanied by an affidavit sworn to by the parent

_____ Insurance policy on the child's life which has been in force at least two years

_____ A passport or certificate of arrival in the U.S. showing the age of the child

_____ Official school records that provide evidence that the child has attended school for four years

_____ An affidavit sworn to by the parent, accompanied by a certificate from the County health officer, that he/she believes the child to be of required school age

EVIDENCE OF MEDICAL EXAMINATION

_____ Students, grades K-12 and entering Florida school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment or day student was brought to school to fill out necessary forms for the purpose of Becoming a Broward County Public School student

_____ Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child

_____ Medical Treatment Form, if needed

EVIDENCE OF IMMUNIZATION

_____ Florida Certificate of Immunization (Form HD680)

_____ Permanent medical Exemption (if immunization is contraindicated for one or all)

_____ Religious exemption (Form 681), a temporary exemption (Form DH680 Part B) or a medical exemption (Form DH680, Part C)

EVIDENCE OF CUSTODY/GUARDIANSHIP

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

_____ If the parent/guardian lives within the tri-county area (Miami Dade, Broward or Palm Beach), the individual registering the child must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the Court. In case of hardship, to be determined by the school, a signed, notarized Letter appointing custody will be sufficient

_____ If the parent/guardian lives outside the tri-county area (including outside of the U.S.), a notarized statement from the parent/guardian, identifying the person assuming responsibility for the child must be presented

_____ If a parent/guardian lives within the tri-county area, and the student lives in a residence licensed by the Department of Children and Families, the student may be enrolled in the school that serves that licensed residence.

EMERGENCY INFORMATION

_____ Registration emergency card (NOTE: Only parents/guardian signing registration form can change registration/emergency information).

SCHOOL RECORDS (If any)

_____ Latest report card and/or transcript needed for appropriate grade placement

For further information please contact the registrar's office at your boundary school