



Pembroke Lakes Elementary

11251 Taft Street, Pembroke Pines, FL 33026
 Telephone: 754-323-6950 – Fax: 754-323-6990
 Student Hours are 8:00 a.m. to 2:00 p.m.
 Office hours are 7:30 a.m. to 3:00 p.m.

The mission of Pembroke Lakes Elementary is to create a collaborative and critical-thinking environment, driven by technology and communication, in order to prepare our students for success in tomorrow's world.

Student Registration Checklist

PROOF OF RESIDENCE (DOMICILE)

If you **OWN** or **RENT your residence** the parent/guardian registering the student must submit **ONE document from both Columns A and B**. For registration and subsequent enrollment the parent/guardian must also complete the Broward County Public School's student registration form.

All documents must be current, valid, and include the residential address used for enrollment.

Column A	Column B
<ul style="list-style-type: none"> • Property tax bill • Homestead exemption card • Deed • Mortgage statement • Home purchase contract • Notarized lease agreement 	<ul style="list-style-type: none"> • 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 drivers 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

If the **parent/guardian SHARE the housing with another person** in the school's boundary, then you must submit TWO from each of the following:

_____ Both the registering parent and owner/renter of the residence completes 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**.

Acceptable permanent proof of residency must be provided with 30 days

EVIDENCE OF PROPER AGE

_____ Official birth certificate

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

If such certificate is not available, ask your registrar for other acceptable forms of evidence

Turn Over Back to Complete Form (continued) →

EVIDENCE OF MEDICAL EXAMINATION/NOTIFICATION AND TREATMENT FORM

- _____ Students, grades PreK-12, entering Florida school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment
- _____ Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child.
- _____ Authorization for Medication/Treatment Form, if needed

EVIDENCE OF IMMUNIZATION

- _____ Florida Certificate of Immunization (Form DH 680) for all students attending public school in PK-12th grade.
- _____ Permanent Medical exemption (Form DH 680, Part C)
- _____ Religious exemption (Form DH 681)
- _____ Temporary exemption (Form DH 680 Part B)
- _____ Principal's 30-day temporary exemption for incoming, out-of-district transfer students

EMERGENCY INFORMATION (INCLUDED IN FIRST DAY FOLDER)

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

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 lives within the tri-county area (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.
- _____ 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.
- _____ If the student is residing with someone other than the parent or legal guardian, the parent and the person acting as parent must complete, date, and sign a Person Acting as Parent Form under oath before a notary. The student must actually live the majority of the time with the person acting as parent to be assigned to the school within the attendance boundary of this individual's residence.

SCHOOL RECORDS (If any)

- _____ Grade K latest VPK assessment; Grades 1-5 parents must present the student's latest report card and/or transcript needed for appropriate grade placement
- _____ Students participating in an Exceptional Student Education (ESE) program, should provide the school with documents indicating, special needs, therapy, or special accommodations (IEP, 504 psychological evaluations).
- _____ Students participating in English for Speakers of Other Languages (ESOL), should provide the school with documentation of ESOL information.

For further information please contact our school's Registrar at 754-323-6953

Students whose parent(s) are found, after appropriate investigation, to have submitted fraudulent information in an attempt to attend a school to which the student is not assigned shall be immediately withdrawn by the school and must be registered and enrolled in the appropriate bounded school. Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his or her official duty, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).

Print Parent/Guardian's Name: _____ Signature: _____

Student Name: _____ Date: _____