

REGISTRATION CHECKLIST

CHECKLIST FOR ENROLLMENT OF STUDENTS K-12

(SCHOOL BOARD POLICY 5.1 amended 8/5/08)

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information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate schools' boundary.

One current piece of evidence from BOTH of the following sources in the name of the parent/guardian registering the child must be submitted for registration if you OWN or RENT:

PRIMARY PROOF OF RESIDENCE:

- Property Tax Bill
- Homestead exemption Card
- Deed
- Mortgage Statement
- Home Purchase Contract
- Notarized Lease Agreement

AND

SECONDARY PROOF OF RESIDENCE:

- Utility Bill (i.e., electric, water, waste)
- Telephone or cellular bill
- Verification of Tenancy letter from the homeowners or condominium association
- Declaration of Domicile Form from the County Records Department
- Florida drivers license
- Automobile registration
- Credit card statement
- Two consecutive bank account statements
- U.S. Postal Service confirmation of address change request

If you **SHARE** the housing of another person who owns/rents the home:

- Both the registering parent and the owner/renter of the residence complete a notarized Affidavit of Share Residence Form (can be obtained online or at school); and
- The owner/renter of the residence must submit one document from both the Primary and Secondary categories; and
- The registering parent must submit two documents from the **SECONDARY** category

PROOF OF AGE:

- Official Birth Certificate
- Certificate of Baptism
- Insurance Policy (Insurance policy in the child's life, which has been in force for at least two years)
- Religious Record (Bona fide contemporary religious record of the child's birth accompanied by an

affidavit sworn to by the parent.

___ Passport (A passport or certificate of arrival in the U.S. showing the age of the child.)

___ Transcript (A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth.)

___ Sworn Affidavit (An affidavit sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician, which states that the health officer or physician has examined the child and believes the age as stated in the affidavit is substantially correct.)

PROOF OF MEDICAL EXAM:

___ Students enrolling in a Florida public school for the first time must submit evidence of a medical examination performed within the twelve months prior to the initial enrollment.

___ Parents must provide a written notification of any health/medical problems that require staff awareness and/or supervision of the child.

___ Medical treatment form (If needed).

PROOF OF IMMUNIZATION:

___ Submit a Florida Certificate of Immunization Form (Form DH 680)

STUDENTS MAY ATTEND SCHOOL WITHOUT A FLORIDA CERTIFICATE OF IMMUNIZATION IF THEY PROVIDE THE FOLLOWING:

___ Religious Exemption Form (Form DH 681)

___ Temporary Exemption Form (Form DH 680, Part B)

___ Medical Exemption Form (Form DH 680, Part C)

___ Principal's 30-day temporary exemption for incoming, out-of-district transfer students

SCHOOL RECORDS:

___ Proof of Grade: Submit the most recent report card and/or transcript needed for appropriate grade level placement; OR

___ Complete a *Release of Information Form* and your new school will request the appropriate educational records from all previous educational programs

EMERGENCY INFORMATION

___ Emergency Contacts Form (NOTE: Only the Parents/Guardians signing the registration form can change registration/emergency information)

NOTE

Schools have the right to verify any information provided by the student and/or the student's parent(s).

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).