

Student Name: _____ Today's Date: _____ Entering Grade _____

ENROLLMENT CHECKLIST

****New Kindergarteners (MUST BE Age 5 on or before Sept. 1st)****

- _____ REGISTRATION PACKAGE COMPLETED & RETURNED (All Forms)
- _____ **ORIGINAL** IMMUNIZATION (Form #680 – White or Blue Form – MUST BE LEGIBLE & SIGNED BY THE DOCTOR)
- _____ PHYSICAL within the last year (Yellow or White Form)
- _____ PROOF OF AGE (Birth Certificate or Passport)
- _____ PRIMARY ADDRESS PROOF (see below for approved proofs)
- _____ SECONDARY ADDRESS PROOF (see below for approved proofs)

****Transfers from Another Broward County Public School****

- _____ REGISTRATION PACKAGE COMPLETED & RETURNED (All Forms)
- _____ PRIMARY ADDRESS PROOF (see below for approved proofs)
- _____ SECONDARY ADDRESS PROOF (see below for approved proofs)
- _____ PROOF OF GRADE (Last Report Card, Transcript, A03 Terms Printout)
- (Y)____(N)____ STUDENT IS CURRENTLY IN THE ESOL PROGRAM
- (Y)____(N)____ STUDENT IS CURRENTLY IN THE ESE PROGRAM
- _____ MEDICAL PRINTED (A06 Panel)

****Transfers From Out of State or Public/Private School in Florida****

- _____ REGISTRATION PACKAGE COMPLETED & RETURNED (All Forms)
- _____ **ORIGINAL** IMMUNIZATION (Form #680 – White or Blue Form – MUST BE LEGIBLE & SIGNED BY THE DOCTOR)
- _____ PHYSICAL within the last year (Yellow or White Form)
- _____ PROOF OF AGE (Birth Certificate or Passport)
- _____ PRIMARY ADDRESS PROOF (see below for approved proofs)
- _____ SECONDARY ADDRESS PROOF (see below for approved proofs)
- _____ PROOF OF GRADE (Last Report Card or Transcript)

APPROVED ADDRESS PROOFS

- PRIMARY PROOF:** _____ **Property Tax Bill** (print out from BCPA.NET website is fine)
(pick ONE) _____ **Homestead Exemption Card** (cards were mailed January 2017)
_____ **Deed**
_____ **Mortgage Statement**
_____ **Home Purchase Contract WITH closing date**
_____ **IF YOU LEASE – a NOTARIZED Lease Agreement** with name,
address & phone number of lessor (signatures MUST BE NOTARIZED)

- SECONDARY PROOF:** _____ **Utility Bill** (i.e. CURRENT Electric bill, Water bill)
(pick ONE) _____ **Home Phone OR Cell Phone bill**
_____ **Drivers License OR Florida I.D. Card**
_____ **Automobile Insurance Card**
_____ **Credit Card Statement**
_____ **Two consecutive bank account statements**
_____ **Address Change from Post Office**

SEE THE BACK OF THIS PAPER FOR ADDITIONAL PROOF OF RESIDENCE INFORMATION AND FOR ADDITIONAL REGISTRATION INFORMATION

ADDITIONAL PROOF OF RESIDENCE INFORMATION.....

**If you OWN or RENT your residence, you MUST:
*Submit ONE document from the PRIMARY LIST
*****AND*******

***Submit ONE document from the SECONDARY LIST**

**If you SHARE the housing of another person who owns/rents the home:
*BOTH the registering parent AND the owner/renter of the residence
MUST complete a NOTARIZED Affidavit of Shared Residence Form (*ask
the Front Office for this form*)**

***The owner/renter of the residence MUST submit ONE PRIMARY AND
ONE SECONDARY address proof.....AND the registering parent MUST
submit TWO SECONDARY ADDRESS PROOFS FROM THE LIST**

ADDITIONAL REGISTRATION INFORMATION.....

**A 30 DAY GRACE PERIOD IS GIVEN FOR ANY MISSING DOCUMENTS –
HOWEVER, IF DOCUMENTS ARE NOT PROVIDED TO THE SCHOOL WITHIN 30
DAYS, YOUR CHILD MAY BE WITHDRAWN FROM SCHOOL UNTIL THE MISSING
DOCUMENTS ARE SUPPLIED**

****DURING THE SUMMER MONTHS OF JUNE AND JULY,
WE DO NOT TAKE INCOMPLETE REGISTRATIONS****

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 boundaried school.