

STUDENT NAME _____ ID # _____ GRADE _____

Address Verified <input type="checkbox"/>	Code of Conduct <input type="checkbox"/>	Emergency Contact <input type="checkbox"/>	Driver's License <input type="checkbox"/>
ESLS/ESE <input type="checkbox"/>	Gifted <input type="checkbox"/>	504 <input type="checkbox"/>	ESOL/ELL <input type="checkbox"/>
Staff Initial _____		Date: _____	

REGISTRATION CHECKLIST

STUDENT COMING FROM A NON-BROWARD COUNTY SCHOOL, PRIVATE, OR CHARTER

- ___ 1. **Proof of Residence:** Two (2) current proofs of residence from the registering parent/guardian; one (1) from COLUMN A and one (1) from COLUMN B. See back for details.
[COLUMN A ___ & COLUMN B ___ provided]
 - If you live with another person who owns or rents the residence, you must complete an Affidavit of Shared Housing form. See back for details.
- ___ 2. **Student Verification:** Only one (1) form needed.
 - Official Birth Certificate
 - Current passport or certificate of arrival in the U.S. showing the age of the child
- ___ 3. **Proof of Immunization:** Submit a Florida Certificate of Immunization (Form DH 680)
[While in session, school's 30-day temporary extension: Expires _____]
 - For exemptions, see the back of this form for details.
- ___ 4. **Proof of Medical Examination:** Submit a Florida Medical Examination (Form DH 3040) performed within the twelve months prior to the initial enrollment.
- ___ 5. **Official Transcripts (and/or last report card):** Needed for appropriate grade level placement.
Previous school _____ State/County _____

STUDENT COMING FROM A BROWARD COUNTY SCHOOL

Check: A07 A06

- ___ 1. Student needs to be withdrawn from previous school before registration can begin.
Previous School _____ Date withdrawn _____
- ___ 2. **Two (2) current proofs of residence from registering parent.** One (1) from COLUMN A and one (1) from COLUMN B. See back for details. [COLUMN A ___ & COLUMN B ___ provided]
 - If you live with another person who owns or rents the residence, you must complete an Affidavit of Shared Housing form. See back for details.
- ___ 3. If there is missing immunization or medical examination on our system, a current immunization & examination form (DH 680 and DH 3040) must be provided.
[While in session, school's 30-day temporary extension: Expires _____]

Email readable documents (preferable PDF's) to: www.WelcomeBobcats@gmail.com
REGISTRATION WILL NOT BEGIN UNTIL ALL DOCUMENTS ARE PROVIDED IN COMPLETION

Additional Information:

Proof of Residence: If you RENT or OWN your home, you must submit current proofs of residence, one (1) from both **Columns A and B**. All documents must be current and include the name of the registering parent or guardian, and the residential address used for enrollment.

COLUMN A	COLUMN B
<ul style="list-style-type: none">• Deed• Property Tax Bill• Mortgage Statement• Notarized Lease Agreement• Home Purchase Contract• Homestead Exemption Card	<ul style="list-style-type: none">• Florida Driver’s License or ID Card• Utility Bill (i.e., electric, water, waste)• Cellular or Telephone Bill• Homeowners Association• Verification of Tenancy Letter• Automobile Insurance or Registration• Two Consecutive Bank Statements• Credit Card Statement• U.S. Postal Service confirmation of address change• Declaration of Domicile Form from the County Records Department

Affidavit of Shared Housing Form: A notarized and completed Affidavit of Shared Housing form must be submitted. It has to include a Homeowner/Lessor proof, one (1) from Colum A and one (1) from Column B, and two (2) proofs from Parent/Guardian Column B.

[Homeowner/Lessor Column A ____ Column B ____ / Parent Guardian Column B, 1__ & 2 __]

Student Verification: Other forms of verification of the student’s age include:

- Insurance policy on the child’s life which has been in force for 2 years.
- Sworn Affidavit 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 physician has examined the child and believes the age as stated in the affidavit is substantially correct.

Proof of Immunization Exemption: Students may attend school without Florida Certificate of Immunization if they have one of the following exemptions:

- Religious exemption (**form DH 681**)
- Temporary exemption (**form DH 680, Part B**)
- Medical exemption (**form DH 680, part C**)

Affidavit of Person Acting as Parent: If a student is not living with a legal parent/guardian, a notarized Person Acting as Parent form must be completed and reviewed by the school.

Schools have the right to verify any information provided by the student and/or the student’s parent/guardian. A student whose parent/guardian submit 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 boundary school**. For more information, please refer to **Policy 5.1**