

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 Student needs to be withdrawn from previous school before registration can begin.  
Previous School \_\_\_\_\_ Date withdrawn \_\_\_\_\_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 \_\_\_\_\_ ]

**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.

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

**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 Column 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**