

**PEMBROKE PINES ELEMENTARY  
REGISTRATION CHECKLIST**



Today's Date \_\_\_\_\_ Student's Name \_\_\_\_\_  
Phone \_\_\_\_\_ Parent's Name \_\_\_\_\_

Registration collected by: \_\_\_\_\_

**Check off the items that apply – class placement will be given after all items have been returned.  
Highlight items that are incomplete and give documentation back to registering parent.**

**KINDERGARTEN - Student must be 5 years of age by September 1<sup>st</sup>**

- \_\_\_\_\_ Official Birth Certificate or Passport
- \_\_\_\_\_ Official Medical Examination (Physical) – Less than 1 year from first day of school
- \_\_\_\_\_ Official Florida Immunization (Form DH 680)
- \_\_\_\_\_ Reassignment Letter from Broward County Schools (if out of boundary)
- \_\_\_\_\_ One of the following, showing current Proof of Residence from registering parent: electric bill, telephone bill, lease or mortgage statement – NO Final Notices will be accepted.
- \_\_\_\_\_ One of the following, showing current Proof of Residence from registering parent: FL driver's license, credit card statement, bank account statement, or automobile insurance (current).

**BROWARD COUNTY - Transferring from another public school**

- \_\_\_\_\_ Reassignment Letter from Broward County Schools (if out of boundary)
- \_\_\_\_\_ One of the following, showing current Proof of Residence from registering parent: electric bill, telephone bill, lease or mortgage statement – NO Final Notices will be accepted.
- \_\_\_\_\_ One of the following, showing current Proof of Residence from registering parent: FL driver's license, credit card statement, bank account statement, or automobile insurance (current).
- \_\_\_\_\_ Latest report card and/or transcript needed for appropriate grade placement – Grade \_\_\_\_\_

**OUT OF COUNTY/OUT OF STATE/PRIVATE SCHOOL**

- \_\_\_\_\_ Official Birth Certificate or Passport
- \_\_\_\_\_ Official Medical Examination (Physical) – Less than 1 year from first day of school
- \_\_\_\_\_ Official Florida Immunization (Form DH 680)
- \_\_\_\_\_ Reassignment Letter from Broward County Schools (if out of boundary)
- \_\_\_\_\_ One of the following, showing current Proof of Residence from registering parent: electric bill, telephone bill, lease or mortgage statement – NO Final Notices will be accepted.
- \_\_\_\_\_ One of the following, showing current Proof of Residence from registering parent: FL driver's license, credit card statement, bank account statement, or automobile insurance (current).
- \_\_\_\_\_ Latest report card and/or transcript needed for appropriate grade placement – Grade \_\_\_\_\_
- \_\_\_\_\_ Other documents, if applicable (such as ESE, ESOL, etc.)

**\*When parent/guardian is unable to provide documentation of permanent residence, the parent/guardian must submit one of the following at the time of registration:**

- \_\_\_\_\_ Notarized statement of Provisionary Domicile signed by parent/guardian and owner or lessee with whom the parent/guardian is residing and a copy of an electric bill, telephone bill, FL driver's license, lease, or mortgage statement in the name of the owner or lessee - NO FINAL NOTICES
- \_\_\_\_\_ Hotel bills or repair contract (if staying in temporary housing)
- \_\_\_\_\_ Letter from employer (if new job transfer) or relocation letter.

**\*Reregistration or pending documents are required within 30 calendar days. Due: \_\_\_\_\_**

**IMT writes dates next to following:**

- |                                |  |
|--------------------------------|--|
| _____ Student placed in class  | _____ Administration contacted   |
| _____ Registration is complete | _____ Two Proofs from Registering Parent<br>(if previously Bonafide, change to Boundary) |

This form will be placed in the Registration Binder (if incomplete) or stapled in completed cum.

5/28/15  
W.S