

**HAWKES BLUFF ELEMENTARY**  
**Registration Information**  
**2024 - 2025**

**Registration Process:**

**Step 1**

- To verify that Hawkes Bluff Elementary is your zoned school, visit [www.browardschools.com/school-locator](http://www.browardschools.com/school-locator).
- If you are not zoned for HBE and would like to apply for a reassignment, visit School Choice at: [www.browardschools.com/schoolchoice](http://www.browardschools.com/schoolchoice).

**Step 2**

- Refer to the **2024-2025 Registration Checklist** (*see below*) for the required documents.
- To register your child for the 2024-2025 school year, please bring **completed** forms (*see links below for downloadable forms*), along with the required documentation, to the HBE front office. (Due to a four-day work week, schools are closed on Fridays, during summer break)

**2024 - 2025 Registration Checklist (see links for downloadable forms):**

- Registration Form
  - English: <https://tinyurl.com/59c6ufbr>
  - Spanish: <https://tinyurl.com/4ftdf4u4>
  - Haitian Creole: <https://tinyurl.com/2dwyjbrp>
  - Portuguese: <https://tinyurl.com/3c2zuka5>
  
- Emergency Contact Form
  - English: <http://tinyurl.com/2wsumd9c>
  - Spanish: <http://tinyurl.com/5n7ybkbx>
  - Haitian Creole: <http://tinyurl.com/ymvpjt8h>
  - Portuguese: <http://tinyurl.com/38m2swky>
  
- Proof of Residence
- Student Verification – Official Birth Certificate or US Passport (bring original)
- Proof of Immunization – 680 Form
- Proof of Medical Examination – physical performed within the 12 months prior to initial enrollment.
- Official transcripts and/or last report card (if applicable)

## **Proof of Residence:**

- Submit one (1) document from *Column A* **and** one (1) document from *Column B*. Please note, signatures on leases are required to be notarized.
- All documents must be current and include the name of the registering parent and residential address used for enrollment.
- If the registering parent does not own or lease the home, the homeowner or lessor **MUST** provide one (1) proof of residency from both Columns A **and** B, and the parent/guardian must provide two (2) proofs from Column B. Additionally, both parties must sign a **notarized** *Affidavit of Shared Housing form*.
  - Affidavit of Shared Housing Form: <https://tinyurl.com/5drtmkk2>

<b><u>COLUMN A</u></b>	<b><u>COLUMN B</u></b>
<ol style="list-style-type: none"><li>1. Property tax bill</li><li>2. Homestead exemption card</li><li>3. Deed</li><li>4. Mortgage Statement</li><li>5. Home purchase contract, including specified closing date within 30 days of enrollment and a copy of the deed to be provided within 60 calendar days of closing date.</li><li>6. <b><u>Notarized</u></b> lease agreement with the name and phone number of lessor</li></ol>	<ol style="list-style-type: none"><li>1. Utility bill (i.e., electric, water, waste)</li><li>2. Telephone or cellular phone bill</li><li>3. Verification of tenancy letter from homeowners or condominium association</li><li>4. Declaration of Domicile Form from the County Records Department</li><li>5. Florida Driver's License</li><li>6. Florida identification card</li><li>7. Automobile registration</li><li>8. Automobile insurance</li><li>9. Credit card statement</li><li>10. Two consecutive bank statements</li><li>11. U. S. Postal Service confirmation of address change request</li></ol>

For additional registration information please visit:

<https://www.browardschools.com/hawkesbluff> or <https://tinyurl.com/ycy6cstk>

### **Additional Information**

- *Affidavit of Person Acting as Parent: In the event that a student is not living with a legal parent or guardian, a Person Acting as Parent Form must be completed and reviewed by the school. The purpose of this form is to verify the status of a person acting as parent pursuant to School Board Policy 5.1. Only notarized forms will be accepted. Submittal of this form does not guarantee enrollment at this school. The person acting as parent has the burden to show that the student's residence is not incident to the student's eligibility to enroll in a particular school's boundary and is due to extenuating circumstances.*
- *Schools have the right to verify any information provided by the student and/or the student's parent(s).*
- *A student whose parent(s) 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 boundaried school.*
- *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).*
- *For more information, please refer to Policy 5.1*