Digital Registrations

Because of restrictions due to CoVID19, we are accepting digital registrations for this year. Follow the three steps below to start registration. You will be contacted afterward to complete the registration and discuss classes.

If you have questions about the process at any time, please email kimwilliams@browardschools.com . Be sure to include your phone number and times you can be contacted if you would like to speak with us via phone.

Step 1: Download and complete the forms.

The following are basic digital registration forms that all families must complete. Additional forms and documents may be needed to complete registration, depending on your individual situation.

FYI: Your photo ID will be used to authenticate your "digital signature" on the forms. You will NOT need to print the forms, just type your name in the signature boxes.

- o First download the forms on your computer; Then, open the forms in Adobe Acrobat Reader, complete and save.
  Click here to download Adobe Acrobat Reader if you do not already have the program and would like to install it on your computer.

- o Or, you may fill out the forms in your browser.
  -Internet Explorer/Edge: Complete and save.
  -Google Chrome: Select print and choose "Save as PDF" in the print destination.
- o **Important:** Downloading your completed forms using Google Chrome will not save your progress.

Basic Registration Forms

4. Registration Checklist - This form is here for your reference, but most of it will be filled out by the registrar. You only need to complete the areas in

blue at the top, then read the second page to see which forms of proof of address you need to provide.

5. Registration Form: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)
   - To be completed and digitally <u>signed by the parent/guardian that will be providing the proof of address</u>. Fill out the form completely.

6. Emergency Contact Form: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)
   - Fill out the form completely.

7. [Code of Conduct Acknowledgement](#) - Please read the Code of Conduct by [clicking here](#), then type your digital signature at the bottom of the [Code of Conduct Acknowledgement](#).

8. [FERPA](#) - Read and digitally sign at the bottom.

Step 3: Email documents as attachments

Send your email to: whiddonrogerseducationctr@browardschools.com

In the subject, type the **student's name and the word**, "Registration". (example: "Doe, John – Registration")

In the body of the email please tell us the best phone number and times for reaching you. Then, attach the following:

- All the <u>completed</u> registration documents from above.
- <u>Photo ID of the registering parent/guardian</u> who will be providing proof of address and who has signed all the forms.
- <u>Primary proof of address</u> as defined by Broward County Public Schools, in the registering parent's/guardian's name. Usually this means:
    1. Property tax bill
    2. Homestead exemption
    3. Deed
    4. Recent mortgage statement
    5. Home purchase contract
    6. Or Current <u>notarized</u> lease agreement.
- One of the <u>other proofs</u> of address accepted by Broward Schools (see page 2 of the Registration Checklist for full list).

Details on how to provide proof of address and other alternatives can be found at: https://www.browardschools.com/Page/36242

Withdrawals

Please note that **ONLY the registering parent/guardian** may withdraw a student from school. If you are the registering parent/guardian and are seeking to withdraw a student from Whiddon-Rogers Education Center during the year, please email whiddonrogerseducationctr@browardschools.com

. In the subject of the email, write the student's name and the word, "Withdrawal". In the body of the email, let us know the following:

- o The full name of the student
- o Student's date of birth
- o Student's school ID number
- o Your name
- o WHEN will the student be withdrawn?
- o WHERE will the student be going to school next?
- o Do you need to return textbooks or a laptop? (if the answer is yes, an appointment will be arranged.)

Then, **attach a picture of your photo ID** as confirmation of your identity.

Please keep in mind that any textbooks and laptops checked out by the student will need to be returned before the withdrawal is completed. Any other fines or obligations need to be paid online using the eStore:

https://www.browardschools.com/Page/35016

Once all obligations are resolved, you will be sent a digital copy of your withdrawal form.

Change Of Address

If a current student has changed address, please notify us right away.

Send an email to whiddonrogerseducationctr@browardschools.com

In the subject, type the student's name and the words, "Address Change". (example: "Doe, John – Address Change")

In the body of the email please tell us the best phone number and times for reaching you, then, attach the following:

20. A completed registration form.

    o   Registration Form: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#) - To be completed and digitally <u>signed by the parent that will be providing the proof of address</u>. Fill completely.

21. Photo ID of the registering parent/guardian who will be providing proof of address and who has signed the form.

22. Primary proof of address as defined by Broward County Public Schools, in the registering parent's/guardian's name. Usually this means:
    o   Property tax bill
    o   Homestead exemption
    o   Deed
    o   Recent mortgage statement
    o   Home purchase contract
    o   Or Current notarized lease agreement.

23. One of the other proofs of address [accepted by Broward Schools](#).

Details on how to provide proof of address and other alternatives can be found at: https://www.browardschools.com/Page/36242