

# REQUIREMENTS FOR ENROLLMENT IN WAKULLA HIGH SCHOOL

1. **PROOF OF ADDRESS:** All newly registering students are required to submit acceptable proof of living at an address in Wakulla County.
  - **Acceptable**-includes one of the following in the parent/legal guardian's name: utility bill or hook-up order, lease or rental agreement, mortgage agreement, income tax form, homestead exemption or a Florida Driver's License issued after January 1, 2010.
  - **Not Acceptable**-driver's license issued before January 1, 2010 or voter's registration.
  - **Note:** A parent/legal guardian and his/her child who are living with a resident of Wakulla County must show a notarized letter from the resident stating these living arrangements and proof of residency from homeowner. **This letter will be good for the remainder of that school year only and a new one must be submitted each school year.**
2. **GUARDIANSHIP:** Legal guardianship of a student by someone other than the biological parents must be verified by a legal document awarded by a court of competent jurisdiction. If the student is under DCF jurisdiction, documentation of placement must be provided. **The legal guardian must reside in Wakulla County. (School Board Policy 5.20 (4))**
3. **SOCIAL SECURITY NUMBER\*:** Social Security numbers are not a requirement for student enrollment but are helpful. (See FS 1008.386)
4. **BIRTH CERTIFICATE\*:** A copy of the student's certified birth certificate.
5. **IMMUNIZATION\*:** A student entering a public school from out of state or a private facility must show proof of immunization within 30 days of initial enrollment. Failure to show proof may result in the withdrawal of the student from school.
6. **MEDICAL EXAMINATION\*:** A student entering a public school from out of state or a private facility must show proof of a physical examination within 30 days of initial enrollment. An out of state health exam completed within a 12month period prior to enrollment will be accepted if a licensed Florida health professional certifies that the exam has the same components as required by Florida Law. **NOTE: First time entry into a public school may require immediate proof of a medical exam.**
7. **WITHDRAWAL FORM:** A withdrawal form from the previous school which shows grades, attendance and promotion is required.
8. **UNOFFICIAL TRANSCRIPT:** To make sure that students are placed in the correct grade and to assist the counselor in completing a schedule.

**REASSIGNMENT REQUESTS:** Students wanting to attend school out of zone must apply for reassignment. Contact the Wakulla County School Board District Office at 850-926-0065.

**\*Documentation must be received within 30 days of initial enrollment or student will be withdrawn.**

## ENROLLMENT OF A STUDENT BY SOMEONE OTHER THAN A CUSTODIAL PARENT

**According to School Board Policy 5.20(4):**

A student residing with a person who is not the student's custodial parent(s), legal guardian, legal custodian, or others such person designated by an order issued by a court of competent jurisdiction of the State of Florida to be responsible for the student shall be allowed to attend a District school under the conditions that the person with whom the student resides shall present a notarized statement to the enrolling officer of intent to seek legal custody or guardianship and shall provide an affidavit of custody within thirty (30) days of the student's enrollment.

**After thirty (30) days, the student will be withdrawn from school if no evidence of legal custody or legal guardianship is provided.**

For more information about seeking child custody please call the Wakulla County Clerk of Court at 850-926-0905.

The Wakulla County School Board