CHECKLIST FOR ENROLLMENT OF STUDENTS K-12
(SCHOOL BOARD Policy 5.1 amended 8/5/08)

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent Information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate schools' boundary.
One current piece of evidence from BOTH of the following sources in the name of the parent/guardian registering the child must be submitted for registration if you <u>OWN or RENT</u>:

PRIMARY PROOF OF RESIDENCE: (Choose one)	**SECONDARY PROOF OF RESIDENCE:(Choose one)**
____Property Tax Bill ____Homestead exemption Card ____Deed ____Mortgage Statement ____Home Purchase Contract ____**Notarized** Lease Agreement	____Utility Bill (i.e., electric, water, waste) ____Telephone or cellular bill ____Verification of Tenancy letter from the homeowners or condominium association ____Declaration of Domicile Form from the County Records Department ____Florida driver's license ____Automobile registration ____Credit card statement ____Two consecutive bank account statements ____U.S. Postal Service confirmation of address change request

If you SHARE the housing of another person who owns/rents the home:
____**Both** the registering parent **and** the owner/renter of the residence complete a **notarized** Affidavit of Share Residence Form (can be obtained online or at school); **and**
____The owner/renter of the residence must submit one document from both the Primary and Secondary categories; **and**
____The registering parent must submit two documents from the **SECONDARY** category

PROOF OF AGE:
____Official Birth Certificate

____Certificate of Baptism

____Insurance Policy (Insurance policy in the child's life, which has been in force for at least two years)

____Religious Record (Bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent.

____Passport (A passport or certificate of arrival in the U.S. showing the age of the child.

____Transcript (A transcript of age record shown in the child's school record of at least four years prior to application, starting date of birth.

____Sworn Affidavit (An affidavit sworn 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 health officer or physician has examined the child and believes the age as stated in the affidavit is substantially correct.

PROOF OF MEDICAL EXAM:

____Students enrolling in a Florida public school for the first time must submit evidence of a medical examination **performed within the twelve months prior to the initial enrollment**.

____Parents must provide a written notification of any health/medical problems that require staff awareness and/or supervision of the child.

____Medical treatment form (If needed).

PROOF OF IMMUNIZATION:

____Submit a Florida Certificate of Immunization Form (Form DH 680)

STUDENTS MAY ATTEND SCHOOL WITHOUT A FLORIDA CERTIFICATE OF IMMUNIZATION IF THEY PROVIDE THE FOLLOWING:

____Religious Exemption Form (Form DH 681)

____Temporary Exemption Form (Form DH 680, Part B)

____Medical Exemption Form (Form DH 680, Part C)

____Principal's 30-day temporary exemption for incoming, out-of-district transfer students

SCHOOL RECORDS:

____Proof of Grade: Submit the most recent report card and/or transcript needed for appropriate grade level placement; **OR**

____Complete a *Release of Information Form* and your new school will request the appropriate educations records from all previous educational programs

EMERGENCY INFORMATION

____Emergency Contacts Form (NOTE: Only the Parents/Guardians signing the registration form can change registration/emergency information)

NOTE

Schools have the right to verify any information provided by the student and/or the student's parent(s).

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).