



## Registration Checklist

The following documents must be provided by the parent/guardian to complete registration:

### Proof of Residency (one of the following)

One current piece of evidence from the following sources in the name of the parent/guardian registering the child:

- Current telephone or electric bill in the name of the parent registering the child
- Rent receipt of the lessor and contact information/mortgage statement
- Lease agreement with the name of the lessor and contact information
- Mortgage commitment
- Home purchase contract including specified closing date, with copy of deed to be provided within 60 days of closing

### And (One of the Following):

- Auto Insurance
- Current Florida Driver's license/Florida Identification card
- Cellular Phone Bill
- Credit Card statement
- Bank Account statement
- United States Postal Service confirmation of address change request
- Declaration of Domicile form from county Records Department

### Evidence of Proper Age (one of the following)

- Birth Certificate
- A duly attested transcript of a certificate of a religious document showing date of birth
- A passport or certificate of arrival in the U.S. showing child's age

### Evidence of Medical Examination

- Students must provide evidence of a current medical examination performed within the past/last twelve months
- Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child
- Medical Treatment Form, if needed

### Evidence of Immunization

- Florida Certificate of Immunization (Form HD 680)
- Permanent medical exemption (if immunization is contraindicated for one or all)
- Religious exemption (Form 681), a temporary exemption (Form 680 part B) or a medical exemption (Form DH680, Part C)

### Evidence of Custody/Guardianship

- If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply
- If the parent /guardian lives within the tri-county area (Miami-Dade, Broward, or Palm Beach), the individual registering the child must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the Court. In cases of hardship, to be determined by the school, a signed, notarized letter appointing custody will be sufficient
- If the parent/guardian lives outside the tri-county area (including outside the U.S.), a notarized statement from the parent/guardian, identifying the person assuming responsibility for the child must be presented

### Evidence of Special Program Eligibility (if applicable)

- Current Copy of EP (Education Plan) for Gifted
- Current Copy of IEP (Individualized Education Plan)
- Current Copy of 504 Plan

The following documents will be provided by the school and will require your signature

<input type="checkbox"/> Registration Form	<input type="checkbox"/> Transportation Survey
<input type="checkbox"/> Parent Contract	<input type="checkbox"/> Home Language Survey
<input type="checkbox"/> Photo Release	<input type="checkbox"/> Parent Service Form
<input type="checkbox"/> Dress Code Acknowledgement	<input type="checkbox"/> After School Survey