

# REGISTRATION REQUIREMENTS OF STUDENTS K-12

## (School Board Policy 5.1 amended 6/15/16)

### FORMS

Complete the following Broward County Public Schools enrollment forms:

- Student Registration Form
- Emergency Contacts Form
- Release of Information Form, if needed

### Code of Conduct Signature Forms

### PROOF of RESIDENCE

Submit current proofs of residence from the table below, based upon your type of residence

If you **OWN** or **RENT** your residence:

- Submit one document from both Columns A and B

If you **SHARE** the housing of another person who owns/rents the home:

- Both the registering parent and owner/renter of the residence complete a notarized Affidavit of Shared Residence Form; and,
- The owner/renter of the residence must submit one document from both Columns A and B; and,
- The registering parent must submit two documents from Column B.

All documents must be current, valid, and include the residential address used for enrollment.

| COLUMN A  | COLUMN B  |
|---|---|
| <ul style="list-style-type: none"><li>• Property tax bill</li><li>• Homestead exemption card</li><li>• Deed</li><li>• Mortgage statement</li><li>• Home purchase contract</li><li>• Notarized lease agreement</li></ul> | <ul style="list-style-type: none"><li>• Utility bill (i.e., electric, water, waste)</li><li>• Telephone or cellular phone bill</li><li>• Verification of Tenancy letter from the homeowners or condominium association</li><li>• Declaration of Domicile Form from the County Records Department</li><li>• Florida driver's license</li><li>• Florida identification card</li><li>• Automobile registration</li><li>• Automobile insurance</li><li>• Credit card statement</li><li>• Two consecutive bank account statements</li><li>• U.S. Postal Service confirmation of address change request</li></ul> |

### PROOF of AGE

Submit one form of verification of the student's age in the order set forth below:

Official Birth Certificate

- A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births.

Certificate of Baptism

- A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent.

#### Insurance Policy

- An insurance policy on the child's life, which has been in force for at least two years.

#### Religious Record

- A 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.
- **NOTE:** Under no circumstances shall staff request a passport, visa, or any other documentation to verify the immigration status of any student.

#### Transcript

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

#### Sworn Affidavit

- An affidavit sworn to 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.

### 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 have a:
  - Religious Exemption (Form DH 681)
  - Temporary Exemption (Form DH 680, Part B)
  - Medical Exemption (Form DH680, Part C)
  - Principal's 30-day temporary exemption for incoming, out-of-district transfer students

### SCHOOL RECORDS

- Submit the most recent report card and/or transcript needed for appropriate grade level placement; or,
- Complete a Release of Information Form and your school will request the appropriate educational records from all previous educational programs.

### \*WARNING!

- 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).