

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DIVISION OF CURRICULUM & INSTRUCTION/ STUDENT SUPPORT**

**CHECKLIST FOR ENROLLMENT OF STUDENTS K-12
(School Board Policy 5.1 amended 5/6/03)**

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information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate boundaried school.

PROOF OF RESIDENCE (Domicile)

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 with the name of lessor and contact information/ mortgage statement.
- _____ Lease agreement with name of 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 date.

AND

One of the following:

- _____ Automobile insurance.
- _____ Current Florida Driver's License/Florida Identification Card.
- _____ Cellular telephone bill.
- _____ Credit card statement.
- _____ Bank account statement.
- _____ United States Postal Service confirmation of address change request or evidence of correspondence delivered though U.S. postal service.
- _____ Declaration of Domicile form from the County Records Department.

When school is in session and proof of domicile, as stated above, cannot be presented at the time of registration, the student shall be registered in school with the following document:

- _____ A statement of Bona Fide Residence signed by the parent/guardian. Acceptable proof of residency **MUST** be provided within **30** school days from the list above.

When parent/guardian resides with someone else who resides in the school's boundary area, the parent/guardian must submit:

- _____ Notarized Statement of Bona Fide Residence signed by parent/guardian and owner or lessee with whom the parent/guardian is residing.
- _____ Any proof of residency from the list above in the name of owner or lessee signing the Statement of Bona Fide Residence form.
- _____ Parent must also submit one additional piece of evidence from the list above within 30 school days.

EVIDENCE OF PROPER AGE

- _____ Official birth certificate.

If such certificate is not available, the following forms of evidence are acceptable:

- _____ A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.

- _____ Insurance policy on the child's life which has been in force at least two years.
- _____ A passport or certificate of arrival in the U.S. showing the age of the child.
- _____ Official school records that provide evidence that the child has attended school for four years.
- _____ An affidavit sworn to by the parent, accompanied by a certificate from the county health officer, that he/she believes the child to be of required school age.

EVIDENCE OF MEDICAL EXAMINATION

- _____ Students, grades K-12 and entering Florida school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment or day student was brought to school to fill out necessary forms for the purpose of becoming a Broward County Public School student.
- _____ 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 DH 680).
- _____ Permanent medical exemption (if immunization is contraindicated for one or all).
- _____ Religious exemption (Form 681), a temporary exemption (Form DH 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 parent/guardian lives **within the tri-county area** (Dade, Broward, or Palm Beach), the parent must provide documentation of custody by an appropriate state agency such as the Department of Children and Families, or the Court. Applications for Temporary Custody of Minor Children by Extended Family can be obtained at the Family Unit office in the Broward County Court House-Room 248.
- _____ If parent/guardian lives **outside the tri-county area** (including out of country), the parent/guardian must submit a notarized statement identifying the person assuming responsibility for the supervision of the child.
- _____ If a parent/guardian lives **within the tri-county area and the student lives in a residence licensed by the Department of Children and Families**, the student may be enrolled in the school that serves that licensed residence.

EMERGENCY INFORMATION

- _____ Registration Emergency Card (**NOTE:** Only parents/guardians signing registration form can change registration/emergency information.)

SCHOOL RECORDS (If any)

- _____ Latest report card and/or transcript needed for appropriate grade placement.

For further information contact the registrar's office at your boundaried school.