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Florida statutes 83 7.06 provides that whoever knowingly makes a false statement in writing with the 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.

## SCHOOL ENROLLMENT/REGISTRATION CHECKLIST

• To enter kindergarten, children **MUST** be 5 years old on or before September 1<sup>ST</sup>. To enter first grade, children **MUST** be 6 years old on or before September 1<sup>st</sup> **AND** show proof of having, successfully, completed Kindergarten.

To register your child in school, the following documentation is needed:

- 1. Verification of age (one of the following):
  - a. Certified Birth Certificate (**required for Pre-K & Kindergarten**) - no photocopies (school will make photocopy)
  - b. Insurance policy
  - c. Passport
  - d. School record
  - e. Certificate of baptism, accompanied by parent's affidavit
  - f. Authentic Bible record, accompanied by parent's affidavit
- 2. Proof of residence (one of the following **sets** of documents; find affidavit on reverse side of checklist):
  - a. Copy of mortgage or lease/rental contract **AND** a copy of a recent (two months or less) electric bill in parent's/guardian's name;
  - b. Copy of a recent (two months or less) electric bill in parent's/guardian's name **AND** affidavit from landlord verifying residency;
  - c. Affidavit from head of household **AND** mortgage or lease/rental contract in the name of head of household **AND** a copy of a recent (two months or less) electric bill in name of head of household;
- 3. Proof of Immunizations:
  - a. **MUST** be on Florida Immunization Blue Card (Form 680)
  - b. All out-of-state immunizations **MUST** be transferred to Form 680
- 4. Proof of Physical Examination:
  - a. **MUST** be within 12 months of 1<sup>st</sup> day of school enrollment
  - b. **MUST** be signed **AND** dated by a physician
- 5. Photocopy of student's Social Security Card
- 6. Academic History (provide any or all of the following):
  - a. Last (most recent) report card
  - b. Transcript
  - c. Withdrawal form
  - d. Special education information
- 7. Legal Documentation: If you are not the legal guardian or residential custodial parent of a student OR there is a court decision regarding release of information related to custody/restraining orders, etc., state law **REQUIRES** that **one** of the following documents be provided for enrollment:
  - a. Court Custody Documentation stating specifications
  - b. Department of Children and Families Placement Letter
  - c. Educational Guardianship - notarized documents verifying parent/legal guardian of student is incarcerated