

REGISTRATION REQUIREMENTS

DOCUMENTS CHECKLIST

You **MUST** have **ALL** required documents submitted to enrolling school registrar in order to successfully complete the registration process.

PARENT/LEGAL GUARDIAN PHOTO IDENTIFICATION

Parent/legal guardian who registers a student must present valid photo ID at time of registration

OFFICIAL BIRTH CERTIFICATE (OR PASSPORT*)

Birth certificate must have official seal from state/country where it was issued

KINDERGARTEN – Florida Statute 1003.21 requires a child be five (5) years old on or before September 1st

*Parents who provide a **passport** for proof of age must also provide documentation of proof of parentage, proof of legal custody and/or guardianship, or any other evidence that one is a parent as that term is defined under F.S. 1000.21(5). In the event that such documentation is not available, the person registering the child must present, at the time of registration, an affidavit sworn to by the parent, that he/she is the parent, legal guardian, or otherwise as defined by the statute above

PHYSICAL EXAMINATION

- (DH-3040 or equivalent) must have been completed and dated within 12 months of the child's first day of school. Example – if the student is scheduled to begin school in August then the date of the physical must be dated August of previous year or later
- Must have been completed in the United States

FLORIDA IMMUNIZATION FORM

Immunization Record must be on a Florida Form (DH 680 Form)

*Contact a medical provider (doctor/clinic) for a school physical exam (DH-3040) and/or information about transferring current out of state/country immunization record to FL Form (DH 680):

-Jefferson County Health Department- 1255 W. Washington St. (850) 342-0170

SOCIAL SECURITY CARD (If available)

PROOF OF ADDRESS

Provide **ONE (1)** of the following:

- Current Jefferson County Property Tax Notice (may require additional verification)
- Home Purchase Contract in Jefferson County, specified closing date
 - A copy of the deed to be provided within 30 days of closing date
- Current mortgage statement
- A current rental or lease agreement
- Copy of Migrant Services Certificate of Eligibility

AND ONE (1) of the following:

- Current Florida driver's license or Florida Identification Card
- Automobile insurance
- Current electric billing statement, water bill, cable bill or landline phone bill
- If no bills/mail in enrolling parent name are available; processed USPS change of address documentation AND a [Notarized Address Verification Letter](#) signed by the owner/lessee of the residence listing names of all people residing at the address accompanied by a current utility bill (power or water) with the owner/lessee's name and address AND one other proof of address in the owner/lessee's name from the list above.

PROOF OF CUSTODY (If applicable)

Court documentation is required if parental names/legal custody differs from the birth certificate

REPORT CARD/RECORDS FROM PREVIOUS SCHOOL

- **HIGH SCHOOL** (09-12) – official transcript from previous school (official/sealed preferred)
- **MIDDLE SCHOOL** (06-08) – official transcript from previous school (official/sealed preferred)
- **ELEMENTARY SCHOOL** (KG-05) –final/last report card and/or a copy of withdrawal form
- **1ST GRADE PLACEMENT** – Florida Statute 1003.21 requires proof of satisfactory completion of KG

COPY OF IEP/504 PLAN (If applicable)

Copy of Individual Education Plan (IEP) if child is in a Special Education Program or copy of a Section 504 Plan

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to \$500.